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INSTRUCTIONS
FOR
RECRUITING OFFICERS
OF THE
UNITED STATES NAVY



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CHAPTER I

PROCUREMENT POLICY

RECOMMENDATIONS — GENERAL BOARD

1. The following findings and recommendations of the General Board, approved by the Secretary of the Navy, are quoted for the guidance and observance of all recruiting personnel.

"That the personnel for recruiting duty be carefully selected with a view to special fitness; that recruiting offices be located only in desirable sections; and that the character, education, health and antecedents of recruits be carefully considered.

"That careful and thorough explanation be given the recruit regarding conditions of Naval life.

"Consideration of the enlisted personnel naturally begins with the recruit, dealing with his enlistment, treatment, and training in the first stages of his service.

"The General Board believes that the most careful supervision should be given to standards and methods of recruiting and submits the following remarks.

"Recruiting officers and petty officers should be carefully selected with a view to their special fitness for the duty. They should be representatives of the best material in the service; clean, upstanding and well spoken young men whose impression on a community in which they are doing duty will be of the best.

"In selecting localities to establish recruiting offices, it has been the wise policy of the Bureau of Navigation to carefully consider the general character of the population in order that time and effort be not wasted in appealing to a community generally composed of unsuitable material or one in which the chances of getting proper recruits are practically nil. Recruiting offices are usually located in a public building of the town, if there is one available, or, where no public building is available, in an office building in a better section of the town. The success of this policy indicates that in no case should the recruiting office be located in the slums nor should the recruiting posters and advertisements be exhibited in such locations. In other words, in all respects, recruiting for the Navy should be associated with the better activities of the community.

"Recruiting methods should be under constant inspection by the Bureau of Navigation in order that there be no discredit brought on the service by questionable advertising, false promises or methods abhorrent to high ethics. As far as possible the better class of theaters, movies, and other recognized educational methods should be utilized for bringing before the people the meaning and advantages of a Naval career. Under no circumstances should recruiting officers picture Naval life as one of ease and pleasure, but as one offering a career to men in the service and holding possibility of a technical education for those who work and are desirous of making their way in the world. Specific promises as to duty and as to seeing strange and enticing parts of the world should not be made. The Navy as a career, if properly presented, should be sufficient attraction for the young man of the character we desire.

"As far as it is possible to do so the character of the recruit offering himself for enlistment should be carefully examined, his antecedents and his general reputation in neighborhood inquired into. There should be no doubt as to his physical fitness and such psychological tests made as modern science has shown possible in order to reduce to a minimum the number of undesirables introduced into the Service. For this purpose medical officers of the Navy fitted for making such tests****should be employed.****

"Recruiting officers should never be permitted to forget that quality rather than quantity is the desideratum. Let it be known and thoroughly understood that the Navy is in no sense a reform institution and that boys and men in need of reform will not knowingly be enlisted. When it becomes known in the community that the character of the Naval personnel is of high order and only the specially fit will be taken, the Board believes that the necessary quantity will be obtained readily.

"While it is not advisable to fix a standard of education, the recruit certainly should have sufficient education to be able to read, write and do a certain amount of elementary arithmetic.

"The duties and responsibilities that the recruit takes upon himself when he signs the articles of enlistment and the sanctity of the oath should be fully explained. Under no circumstances should there be a slurring over of any points on a plea of lack of time. It should be remembered that every recruit who stays in the Service and develops into good material is worth two or three who do not stay or later have to be discharged for unsuitability."

SELECTIVE RECRUITING

2. Selective recruiting is based on three essential factors; first, on the type of personnel ordered to recruiting duty; second, on making contacts only with prospects of desirable quality, and third, on a thorough investigation of all applicants.

3. Selection of personnel is a fundamental because of their primary duty as representatives of the Navy.

4. Searching investigation of applicants is necessary in order to insure that they are of good character, industrious and of proper intelligence.

5. With the above in mind, selective recruiting may be defined, in general terms, as that system which eliminates from consideration for enlistment in the Navy all but those who are possessed of at least normal intelligence, have a reasonably sound education and who have been brought up in a good environment and under satisfactory home conditions.

6. The standards for enlistment in the Navy are continually being raised. The results are plainly evident. They are: increased efficiency among enlisted personnel, reduction in turnover, reduction in avoidable losses such as desertion and the various types of discharges other than for expiration of enlistment.

7. Recruiting officers should constantly bear in mind the fact that standards for enlistment in the Navy cannot be too high. This is particularly important because, with treaty navies and limited personnel, excellence of personnel is essential in order to maintain the Navy at the highest efficiency. In addition, in the event of national emergency, the enlisted personnel of the Navy will be the nucleus on which the Naval forces are expanded and many attain to warrant or commissioned rank.

8. In the generally accepted sense of the word, so-called "salesmanship" has no relation to present day recruiting. The recruiting service may best be compared to a purchasing organization and the applicant to the one whose endeavor it is to "sell" himself to the Navy. The conduct and appearance of personnel on recruiting duty will always be more effective than all of the "salesmanship" that may ever be applied. The essence of selective recruiting is the circularization of prospects whom it may be assumed possess the necessary qualifications for enlistment. Street solicitation is unnecessary and undignified. The Navy offers well recognized opportunities to boys of high character and in the procurement of recruits it is only necessary for the recruiting service to convey this information to the public through personal contact and proper publicity channels.

9. The use of the General Classification Test in selective recruiting is primarily an aid in weeding out applicants of low mentality and a means of group classification. In selecting applicants for enlistment, recruiting officers will not use the mark made on the General Classification Test as the standard of selection, but only as one factor to be considered in each case.

10. In making selections from the list of applicants for enlistment, due weight will be given the following:

Factor	Supporting data
(a) Character.	Character references.
(b) Continuity of employment - of schooling.	Employment and school references.

- | | |
|---------------------------------|---|
| (c) Naval career the objective. | Community reputation.
Home background. |
| (d) General intelligence. | General Classification Test. |
| (e) Education. | Schooling. |

RECRUITING TERMS

11. NAVY CONTACT - A Navy contact is any contact, personal, or by any of the recognized means of communication, with an individual who seeks information on any Naval matter, but who is not interested in the enlistment of any individual. Such contacts result from interviews with persons who seek information on Naval affairs, answers to letters and telephone calls on Naval subjects and speeches or talks on Naval affairs before clubs. Radio addresses and newspaper items will be referred to as such and not under the above definition.

12. RECRUITING CONTACT - A contact for recruiting purposes results when a member of the Recruiting Service comes in contact personally, or by any of the recognized means of communication, with an individual who seeks or is furnished information concerning the requirements for enlistment in the Navy, either for himself or others.

13. APPLICANT - Anyone who applies for enlistment in the Navy, either in person or by any recognized means of communication.

14. PROSPECT - A prospect is one who presumably possesses the necessary qualifications for enlistment.

15. DESIRABLE APPLICANT - A desirable applicant is one who has had the qualifications for enlistment in the Navy thoroughly explained to him by a representative of the Recruiting Service, and is apparently qualified for enlistment, fills out an application for enlistment, submits to a preliminary physical examination; the apparent qualifications being based on the impression made on the recruiting representative, and as yet unconfirmed by investigation.

16. PREFERRED APPLICANT - A preferred applicant is one who has been thoroughly and satisfactorily investigated in accordance with recruiting procedure, and whose name has been placed on the waiting list.

17. REJECTED APPLICANT - A rejected applicant is one who does not fulfill all qualifications for enlistment.

18. RECRUIT - A preferred applicant becomes a recruit after he has been passed by the recruiting officer and medical officer, signs the shipping articles and has taken the oath of allegiance.

19. WAITING LIST - A list of the names of preferred applicants to be kept at all recruiting main and substations. The names on the waiting lists will be subdivided into three groups - "A", "B", and "C" - in the order of the desirability for enlistment. While it is not possible or desirable to definitely define the qualifications for these three groups without encroaching on the judgement of the recruiting officer, the following group classifications indicated will not be radically departed from.

Characteristics or condition as determined by investigation

	Class A	Class B
Physique.	Robust (only minor imperfections).	Good (only minor imperfections).
Character.	Excellent. References from unquestionable sources.	Very good. References from reliable persons.
Home Conditions.	Excellent - Very good. No likelihood of dependency. Applicant not in debt. Naval career the objective.	Good. No likelihood of dependency. Applicant not in debt. Naval career the objective.

Dependability. Supported by employers' references or school references.	Superior. Shows interest, industry, ability, honesty.	The same to a degree of very good.
Intelligence (G.C.T.).	Excellent - Very good. (For district).	Good. (For district).
Education. Due weight to be given employment references if out of school.	Excellent - Very good.	The same to a degree of good.
Police Record.	Never under charges or suspicion. (To include juvenile court).	Never under charges or suspicion. (To include juvenile court).
Estimate of recruiting officer or recruiter.	Excellent impression. Eager for service. Navy as a career.	Very good impression. Eager for service. Navy as a career.

Class C

Those qualified applicants who do not measure up to Classes "A" and "B" in some particular, yet who, in the opinion of the recruiting officer, fulfill the requirements for enlistment.

No publicity shall be given the details of methods employed by the recruiting service in assigning positions on the waiting lists other than to explain when information is requested that preferred applicants are placed on the waiting list in accordance with their desirability for the Naval Service.

A preferred applicant is one who has been thoroughly investigated in accordance with recruiting procedure and whose name has been placed on the waiting list.

A rejected applicant is one who does not fulfill all qualifications for enlistment.

A recruit is a preferred applicant who has been assigned a position on the waiting list.

A waiting list is a list of the names of preferred applicants who are not yet assigned a position on the waiting list.

The waiting list is divided into three groups: "A", "B", and "C". The names of the applicants in each group are listed in alphabetical order.

The names of the applicants in each group are listed in alphabetical order.

Class B	Class A	Class C
Good only minor defects	Good only minor defects	Good only minor defects
Good only minor defects	Good only minor defects	Good only minor defects
Good only minor defects	Good only minor defects	Good only minor defects
Good only minor defects	Good only minor defects	Good only minor defects
Good only minor defects	Good only minor defects	Good only minor defects
Good only minor defects	Good only minor defects	Good only minor defects
Good only minor defects	Good only minor defects	Good only minor defects
Good only minor defects	Good only minor defects	Good only minor defects
Good only minor defects	Good only minor defects	Good only minor defects

CHAPTER II ORGANIZATION OF RECRUITING SERVICE

DIVISIONS AND DISTRICTS

20. In peace time the Navy Recruiting Service is administered directly under the Bureau of Navigation.

21. For administrative purposes the country is divided into recruiting divisions, each in charge of a recruiting inspector:

Northeastern Division.

Headquarters - New York City, N. Y.

Southeastern Division.

Headquarters - Richmond, Va.

Southern Division.

Headquarters - New Orleans, La.

Central Division.

Headquarters - Chicago, Ill.

Western Division.

Headquarters - San Francisco, Calif.

22. Recruiting divisions are subdivided into recruiting districts each in charge of a recruiting officer.

23. Recruiting officers and medical officers are stationed at the main recruiting station in the district and the recruiting district takes its name from the main station.

24. Recruiting substations are established at strategic points in each district, in charge of petty officers, and are part of the recruiting district organization under the main station.

25. Main and recruiting substations will not be established or discontinued without specific authority from the Bureau. From time to time the Bureau will issue instructions showing the boundaries of recruiting divisions and recruiting districts and the location of recruiting stations.

RECRUITING INSPECTORS

26. Recruiting inspectors will inspect, supervise and generally superintend the methods of recruiting in their divisions.

27. Will issue such instructions for the conduct of recruiting as will assure that the Bureau's policies and instructions are carried out.

28. Will submit recommendations for improved methods and economy in obtaining quality recruits.

29. Will submit copies of pertinent correspondence issued to stations under their command to the Bureau for information and distribution to other divisions and districts where it might be helpful.

30. Will maintain a healthy spirit of competition between the stations in the division.

31. Will inspect each main station once each quarter (when funds are available) and submit report to the Bureau on approved form.

32. Will collect, analyze and forward with comment "Report of Activities from Main Stations".

33. If any district is unable to fill its monthly quota with quality recruits the inspector will make up the shortage from the other districts in the division. This authority applies to each recruiting month and is not cumulative.

34. If the inspector foresees that the division will be unable to fill its monthly quota of quality recruits the Bureau will be immediately informed by despatch.

35. Recruiting inspectors will consult with Commandants of Naval Districts whose territory is in the limits of their recruiting divisions with a view of keeping the Naval District Recruiting War Plans up to date.

Duties

**Filling
monthly
quota**

**Recruiting
War Plans**

To report on
fitness of
Recruiting
Officers

36. Recruiting inspectors will report on the fitness of all recruiting officers in their divisions. When an officer has been detailed to additional duty in connection with the Naval Reserve, reports of fitness will be forwarded by the inspector via the Commandant of the Naval District concerned.

Verification
of Cash
Books

37. Recruiting officers will forward the fitness report of medical officers via the recruiting inspector for appropriate comment.

38. When inspecting main stations recruiting inspectors will examine and verify the entries in the Cash Book, using NRB Form 25 furnished by the Recruiting Bureau.

RECRUITING BUREAU

39. A Recruiting Bureau is maintained in New York City in charge of the Recruiting Inspector, Northeastern Division.

40. The functions of the Recruiting Bureau are:

To print and distribute recruiting literature and forms to the Recruiting Service.

To print and distribute posters, pictorials and publicity matter to the Recruiting Service.

To supply motion picture equipment and films to the Recruiting Service.

To furnish certain other materials and supplies to the Recruiting Service.

To maintain a photographic library of Naval subjects.

To supply photographs of Naval subjects to news syndicates and agencies.

To maintain cordial relations and cooperate with motion picture news reel organizations in the interest of recruiting publicity.

To maintain cordial relations with radio broadcasting and television companies.

To advise the Bureau in matters pertaining to recruiting publicity.

To perfect and keep up to date plans for an intensive recruiting publicity campaign in event of a rapid increase in enlisted personnel¹

To maintain cordial relations with the press in furtherance of newspaper recruiting publicity.

RECRUITING TRAINING SCHOOLS

Location of
schools

41. The Bureau maintains Recruiting Training Schools on the East and West Coasts:

Recruiting Training School,
Naval Training Station,
Norfolk, Va.

Recruiting Training School,
Naval Training Station,
San Diego, Calif.

Purpose

42. The purpose of these schools is to teach the principles and methods employed in selective recruiting as well as to weed out those enlisted men who do not possess the particular requirements for recruiting duty.

All officers
and enlisted
men to take
course

43. It is the Bureau's policy to order all officers and men including medical officers and enlisted men of the hospital corps for a course at one of these schools before they report to their recruiting assignments.

Suggestions
for improve-
ment in
school course

44. The Bureau will welcome suggestions from officers on recruiting duty looking toward improvements in the school curriculum.

RECRUITING OFFICERS

45. The recruiting officer will enlist applicants of the highest possible quality obtainable in his district.

46. Will administer the affairs of his district in the interests of efficiency and economy.

47. Will endeavor to reduce losses from avoidable causes to a minimum.

48. Will maintain a waiting list of qualified applicants in his district and will fill the district quota from the most desirable on the list.

49. Keep in close touch with substations and require them to make a daily report of activities.

50. Maintain a healthy spirit of competition between substations and keep them fully informed by weekly letters of all phases of recruiting.

51. When authorized by the Recruiting Inspector, inspect substations, forwarding the required inspection report to the Bureau of Navigation via the Recruiting Inspector.

52. Make no promise of any nature to an applicant.

53. Submit a report of activities to the Recruiting Inspector on the 7th, 14th, 21st and last day of each calendar month; if any of the days fall on Sunday or a holiday, the report will be made on the preceding day. This report will contain a weekly news letter or a reason given for its omission.

54. Will submit recommendations for improved methods and economy in recruiting to the Bureau via the Recruiting Inspector.

55. Will maintain cordial relations with all public officials including the police.

56. Will maintain cordial relations with the Naval Reserve - in most cases recruiting officers will be ordered to additional duty as inspector instructor of a Naval Reserve Unit.

CHAPTER III

RECRUITING PERSONNEL

57. It has been demonstrated that quality recruits can be obtained in any area in direct proportion to the ability and energy of the recruiting personnel in that area.

OFFICERS

Uniform

58. Recruiting officers and medical officers will wear uniform in the recruiting office, also when out of the office acting in their official capacity.

Pay accounts

59. Officers are encouraged to identify themselves with non-political and patriotic civic organizations.

Leave

60. Pay accounts of officers on recruiting duty are carried by the disbursing officer of the Naval District in which the recruiting station is located.

Fitness reports

61. Requests for leave by recruiting officers and medical officers will be submitted to the Bureau via the Recruiting Inspector and the District Commandant in whose District the main station is located. This procedure is necessary in order that District Commandants may know at all times the whereabouts of officers on duty in their Districts. Emergency leave requests may be forwarded to the Bureau by despatch with copy to the Recruiting Inspector and District Commandant concerned.

62. The Recruiting Inspector is the reporting senior in the case of recruiting officers. See paragraph 36.

63. Recruiting officers will report on and forward the fitness reports of medical officers via the Recruiting Inspector.

Navy Representative

64. The Bureau desires that every officer performing recruiting duty be impressed with the fact that one of his primary functions is that of representing the Navy to the public. Every opportunity should be embraced - and opportunities created - to disseminate information relative to Naval activities that will be of interest and value in the creation of a sympathetic understanding on the part of the general public of the services performed by the Navy and of the importance and need of the Navy as an element of our Government. As a first step in the accomplishment of this purpose it is essential that all recruiting officers make contact and maintain cordial relations with prominent officials and citizens in their communities. Once such relationship is established it is then a simple and agreeable matter for recruiting officers, from their own experience and from voluminous literature available covering a wide field of Naval activity, to represent the Navy to the public in the most favorable light. In this there is to be no thought that any sort of a campaign of propaganda is desired. This is neither desirable nor necessary. That the Navy may be properly appreciated and correctly appraised it is only necessary that those who are unfamiliar with its aims and purposes be given unbiased and uncolored information of past accomplishment and of predictable future influences.

ENLISTED MEN

Carefully selected

65. Enlisted personnel ordered to recruiting duty are those recommended by Commanding Officers in accordance with the requirements set forth in the Bureau of Navigation Manual and further qualified by successfully completing the course at one of the Recruiting Training Schools. Recruiting personnel are selected for their intelligence, good conduct, appearance and for their performance of duty.

Appearance and conduct best publicity

66. It must be impressed on all enlisted personnel that their appearance, bearing and conduct is the best recruiting publicity the Navy can have.

67. Enlisted men who do not live up to the high standard required of this type of duty will be summarily detached.

68. When it is considered that an enlisted man does not fulfill the requirements of recruiting duty or is reported for misconduct, making his retention on recruiting duty undesirable, the recruiting officer will obtain a written statement from the man concerned and forward a report to the Bureau via the Recruiting Inspector.

Statement from men recommended for detachment

69. Recruiters who have been instructed in their duties and have been given an equal opportunity with other recruiters and fail to produce satisfactory results will be reported to the Bureau for necessary action, such report to be accompanied by a statement from the man concerned.

70. When a man reports for duty as a recruiter, he will not be taken up on reports as a qualified recruiter until after he has been under instruction for two weeks. During this period the man will be instructed by the recruiting officer in his specific duties, as well as general methods, and will be allowed to familiarize himself with city and surroundings to which detailed.

71. When an officer or enlisted man has reported for duty or is detached from a recruiting district or office, a post card notification (NRB Form 20) will be immediately mailed to the Bureau.

72. Enlisted men are ordered to the main station in the district and their local assignment is at the discretion of the recruiting officer. Once assigned they should not be needlessly shifted unless their work is unsatisfactory.

Not to be needlessly shifted

73. Enlisted men will be encouraged to join patriotic and fraternal organizations and to identify themselves with non-political civic activities.

To be encouraged to join patriotic societies

74. Enlisted men will be encouraged to maintain contact with the Fleet Reserve Association posts, Naval Reserve Units and ex-Navy men in their localities.

75. Recruiting personnel will not act as agents or representatives for any commercial enterprise or business.

Agents or representatives

76. Recruiting officers are authorized to grant leave of absence to recruiting personnel when their services can be spared, such leave not to exceed thirty days, exclusive of travel time, in any calendar year. Additional emergency leave may be granted at the discretion of recruiting officers.

Leave for recruiting personnel

77. Enlisted men will wear uniform at all times when on duty either in the office, making investigations or traveling on duties connected with recruiting.

To wear the uniform at all times

78. The cap ribbon worn by enlisted men on recruiting duty will be marked "Navy Recruiting Service".

Uniform

79. The pay accounts of enlisted men on recruiting duty are carried by the Supply Officer, Ninth Naval District, Great Lakes, Ill., except those of men attached to the Navy Recruiting Stations, Los Angeles, Portland and Salt Lake City, which are carried by the Supply Officer of the Receiving Station, San Francisco. The pay accounts of enlisted men on duty at the Navy Recruiting Bureau are carried by the Supply Officer of the Third Naval District. The pay accounts of enlisted men detailed to duty as instructors or students at the Recruiting Training Schools, Naval Training Stations, Norfolk, Virginia, and San Diego, California, are carried by the disbursing officers at the respective training stations.

Pay accounts of enlisted men

80. Service records, continuous service certificates and health records of men on recruiting duty will be retained at the main recruiting station to which attached.

Service records, health records, etc.

81. In assigning quarterly marks to enlisted personnel on recruiting duty, the following method will govern. All men will be marked in conduct, and where practicable in ability as leader of men. Yeoman, Storekeepers and Pharmacist's Mates will be marked in proficiency in rating; other ratings in recruiting ability.

Assignment of quarterly marks

82. Men on recruiting duty whose enlistments expire during the allowed tour of recruiting duty may be reenlisted and retained for the unexpired portion of the tour of such duty.

Enlistments expiring during tour of recruiting duty

**Discharge of
men on re-
cruiting duty**

83. At least 10 days, or in sufficient time prior to the date of discharge of an enlisted man on recruiting duty, the officer in charge will prepare the necessary discharge (blanks should be requested from the Bureau when needed), complete the service record and continuous service certificate and forward them to the supply officer carrying the man's accounts. The supply officer will then make the necessary entries thereon and return them to the main recruiting station in time for delivery of discharge or continuous service certificate to the man on the date of discharge.

**Reports of
hospital
corpsmen**

84. The medical officer on duty at each recruiting station will forward on the last Saturday of each month to the Bureau of Medicine and Surgery a roster report (N.M.S.H.C.4) of hospital corpsmen, giving the names of all hospital corpsmen reenlisted, date and place to which transferred; also the names of the hospital corpsmen attached to the recruiting station.

CHAPTER IV

ENLISTMENTS

RECRUIT QUOTAS

85. Prior to 1 July of each year and at such times as changes are desirable the Bureau will inform the Recruiting Service of the standard monthly quota of recruits to be enlisted in each recruiting district, indicating the training station to which they are to be sent.

86. Prior to first of the calendar month the Bureau will issue instructions directing the multiple or fraction of the standard quota to be enlisted for the month or months indicated.

87. Monthly quotas will be assigned as far in advance as practicable.

88. No first enlistment will be made in excess of quota without specific authority from the Bureau in each case.

89. The recruiting month will be the calendar month.

90. When no dates for enlisting monthly quotas have been set by the Bureau, Recruiting Inspectors will issue instructions to the recruiting officers of their division, indicating when quotas will be sent to the training stations concerned.

91. Should a recruiting officer foresee that he will be unable to fill the monthly quota for the district with quality recruits, he will immediately notify the recruiting inspector by despatch.

FIRST ENLISTMENTS

92. First enlistments will be made only in such ratings and for such terms as authorized by current Bureau instructions to the Recruiting Service (Bureau of Navigation Manual, Art. D-1001).

93. The greatest precaution should be exercised to prevent the enlistment of men with reformatory, juvenile court, police court or prison records. The acceptance of this class of men does more to prejudice the general public against the Navy than any other single cause, particularly as the fact that these men are summarily discharged when their records become known does not receive general publicity. Applicants who have been reared or trained in institutions having correctional features connected with them will not be accepted for enlistment notwithstanding the fact that the applicant may have been in a non-correctional status.

94. Married men will not be accepted for first enlistment.

95. Men of the colored race will be accepted for enlistment in the messman branch only and at such times as the messman branch is open for first enlistments.

96. When applicants apply for enlistment at a recruiting station they should be attended to promptly and always treated with courtesy and consideration.

97. The Bureau does not desire that the remote possibility of entrance to the Naval Academy be held out as an inducement for enlistment. If importuned for information as to the Naval Academy, the recruiting officer will reply that men are not enlisted with a view to entering the Naval Academy and that therefore such information is made available to men in the Navy, as at naval training stations.

98. During periods when broken service Navy men are not being reenlisted, the enlistment of ex-members of the Army, Marine Corps or Coast Guard is not authorized unless application is made within three months from date of discharge with creditable record.

99. The minimum age for first enlistment in the Navy is seventeen years.

100. Minors enlisted between seventeen and eighteen years of age will be enlisted for minority.

**Reformatory
and prison
records**

**Applicants to
be treated
with consid-
eration**

**Naval
Academy**

**Broken service
Army,
Marine Corps
and Coast
Guard
personnel**

**Age limits
for first
enlistments**

101. The maximum age for first enlistment as apprentice seaman is under twenty five years.

**Physical requirements
Promises not to be made**

102. Physical requirements will be in accordance with Chapter 11, Manual of the Medical Department, U. S. Navy.

103. The recruiting officers shall carefully explain the regulations regarding enlistments, promotions, and discharges to those offering to enlist, explaining to them the kind of life they are to lead and that it will be spent mostly on board ship. He will use great care to see that no one under his command makes any promises or statements to applicants regarding advancements, assignments, instruction, or benefits which are not certain to be carried out after enlistment, and to have each applicant distinctly understand that discharge will not be granted prior to expiration of enlistment, with the exception that under certain conditions he may be discharged by special order for reasons which did not exist at time of enlistment at the discretion of the Bureau of Navigation. This is a privilege extended at the discretion of the Bureau and not a right which can be claimed. No man will be discharged for educational or other reasons if it is probable that the efficiency of the Navy will be impaired thereby. Discharges cannot be purchased.

104. Recruiters must be careful never to make any promises, either actual or implied. It is not intended, however, that recruiters when questioned by an applicant or parents repeatedly reply, "I cannot promise you that". Such a statement repeated several times during a conversation creates suspicion of the Navy in the mind of the questioner. An illustration of this point is: if a father asks if his son will be selected for the Radio School, answer his question by carefully and truthfully explaining how personnel are selected for the Radio School, the competitive tests given and the limited allocation. Make the father feel and see that the success or failure of his son rests entirely upon the lad, his ability, his conduct and performance of duty and his aptitude for the service.

No promise of leave

105. No promise will be made to recruits that they will be granted leave of absence upon completion of the course of training at a naval training station, although every effort will be made to give recruits leave at that time, if practicable.

Desertion

106. Every recruit must have fully explained to him the provisions of the Articles for the Government of the Navy fixing the limits of punishment for the offense of desertion.

Typhoid prophylaxis

107. Every applicant for enlistment in the Navy will be informed that he must submit to treatment for the prevention of typhoid (typhoid prophylaxis) and smallpox, and to such other preventive measures as may be considered necessary by Naval authorities, and unless he agrees to acquiesce in this procedure he is not eligible for enlistment.

Crediting enlistments to congressional districts

108. In crediting enlistments to Congressional districts and states, recruiting officers will be governed by the following rules:

(a) If a man has a permanent home address, credit him to that district and State.

(b) If a man has no permanent home address, and is a minor, credit him to the address of next of kin.

(c) If not a minor and he has no permanent home address, let him select a district and state, or if he has no choice credit him to the district and State in which enlistment is made.

(d) In cases not covered by any of these rules, the recruiting officer is authorized to use his discretion in assigning credit.

Examination of applicants for artificer ratings

109. Special care shall be taken in enlisting men for mechanical ratings (when authorized) to ascertain that they are proficient in their trades. Recruiting officers adjacent to a Navy yard will send all such applicants to the yard for the mechanical examination if no facilities are available at the recruiting station for conducting the examination. Recruiting officers in the interior will make arrangements for conducting the examinations in neighboring shops when practicable. Recruiting officers will comply strictly with regulations and circulars which are issued by the Bureau of Navigation from time to time outlining the requirements for enlistment in mechanical and other ratings.

110. Recruits and reenlisted men will be transferred in accordance with instructions issued from time to time.

Transfer of recruits

111. In order to discourage the reenlistment of undesirable men under assumed names, recruiting officers will place the following sign over each desk where finger prints are taken:

Finger print warning

WARNING

If you have ever been in the Army, Navy, Marine Corps or Coast Guard and were not honorably discharged your finger prints are on file. The finger-print expert will establish your identity before you are transferred.

The word "Warning" will be in red and the remainder in black. The sign should measure about 16 by 20 inches.

112. It is most important that the identification records be prepared with care and strictly in accordance with the instructions entitled "How to Take Good Finger Prints". Men detailed to this duty should practice taking finger prints until they become proficient. When new men report for recruiting duty and are detailed to this work they will in all cases be fully instructed before being charged with the preparation of the records. Form 2 must be prepared for all first enlistments in the Navy.

Preparation of identification records (Form 2)

113. Form N. Nav. 379 will be prepared in cases of reenlistment in the Navy and Naval Reserve. Only the rolled impression of the right index finger is recorded on form N. Nav. 379.

Identification for records

114. The impressions of the right index fingers of men honorably discharged from the Navy must be placed on their honorable discharges in exact accordance with instructions given in "How to Obtain Good Finger Prints". As reenlistment allowance may be involved such impressions must not be made from stamp pad but with regular finger print outfit, and must be free from blur so they may be readily identified.

Finger prints on honorable discharge

115. Before accepting applicants who have tattooing indicative of previous military service the recruiting officer will, in his discretion, forward their finger prints to the Bureau to determine whether or not they have had such previous service.

Tattooed applicants

116. Each recruit enlisted who states that he has had no previous service in the Army, Navy, Marine Corps, or Coast Guard shall be informed that if he has had such previous service the fact will become known as soon as the papers in his case reach the Navy Department, and that he will be tried by court-martial for fraudulent enlistment.

Warning to recruits concerning concealment of previous service
Oaths

117. In executing shipping articles (Form N. Nav. 351) and consent papers in connection with enlistments, recruiting officers will administer the oath under seal. It is directed that the oath be administered with fitting solemnity, and that recruiting officers assure themselves, before administering it, that there is no doubt in the mind of the recruit as to its nature.

118. It is directed that recruiting officers forward to training stations by mail a copy of travel orders issued to recruits. This action is desired in order that training stations may check the receipts of men.

Copy of travel orders to training station

119. Each recruit will be furnished with a recruit identification card (Form N. Nav. 511) bearing his full name for presentation and identification upon his arrival at the training station.

Identification cards

CITIZENSHIP

120. No person shall be enlisted or reenlisted (except under continuous service) in the Navy who is not a native born or fully naturalized citizen of the United States or a native of the insular possessions. Recruiting officers must assure themselves in each case of the fact of citizenship or of the place of birth, as the case may be. Natives of the insular possessions will not be enlisted without special authority of the Bureau.

Must be U. S. citizen or native of insular possessions

Shipping articles to bear notation how citizenship obtained

121. The shipping articles of such persons enlisted must bear a notation explaining how the United States citizenship was attained. For example, a child born in England of parents who are United States citizens is a United States citizen, and in the place provided for in the shipping articles a notation should be made similar to the following: "United States citizen (parents United States citizens were temporarily residing in England at the time of applicant's birth)".

Child of U. S. citizen

122. A child born of parents who are United States citizens is a United States citizen. (Note - For exceptions see "Expatriation" in Department of Labor pamphlet "Naturalization Laws and Regulations").

Child of alien parents

123. A child born in the United States of alien parents is a United States citizen.

Child of alien parents born outside U. S.

124. A child born of alien parents in foreign territory is a United States citizen if his father (or mother, in case the father is deceased) takes out "second papers", i. e., becomes fully naturalized, before the child is 21 years of age.

Alien must be fully naturalized

125. An alien over 21 years must be fully naturalized in his own right in order to be eligible for enlistment. He must produce his own certificate of citizenship.

Fact of citizenship to be entered in record

126. The recruiting officer must enter in the service record a notation to the effect that a man enlisted is a United States citizen. In the case of naturalized citizens, he must enter in the blank after "Citizenship" in the shipping articles and on the service record the letters "N. U. S.", and make notation of evidence of naturalization with date of naturalization.

MINORITY AND UNDERAGE ENLISTMENTS

Consent papers

127. Recruiting officers are directed not to enlist applicants who are below the minority limit specified from time to time by the Bureau of Navigation. When enlistments between the ages of 17 and 18 years are authorized, applicants between those ages must present "consent papers", signed by the father (or mother, in case the father is deceased or in case she is the legal guardian) or the legal guardian, before an officer authorized to administer oaths. Postmasters, unless commissioned as notaries public, are not authorized to administer oaths for enlistment purposes. Recruiting officers, however, are authorized to administer such oaths. In cases where an orphan does not come under the control of children's guardian, special guardianship papers may be accepted if issued in the name of some reputable citizen.

128. Written consent for enlistment must also be secured from the parent or guardian in all cases of minors 18 years of age or over. Blank forms "Consent, Declaration and Oath of Parent or Guardian" covering all enlistments under 21 years of age may be obtained from the Navy Recruiting Bureau.

129. If a thorough investigation discloses that an applicant for first enlistment has no living parent or legal guardian the Bureau will give consideration to a request for enlistment without having a legal guardian appointed. In such cases, however, the nearest relative with whom the applicant may be living should be required to execute consent papers. This procedure applies only to applicants who are 18 years and under 21 years of age.

Dependency

130. No first enlistments will be made where dependency exists or investigation discloses that an applicant is likely to request a special order discharge.

Forged consent papers

131. There have been instances of forged consent papers submitted by minors living in the same city in which the recruiting office is located, wherein the alleged signatures of both parent and notary were in the same hand. The Bureau considers that to enlist a person under such conditions is inexcusable; and it is directed that before enlisting a minor living in the vicinity of a recruiting station all papers be verified by a personal visit to the parent or guardian by the recruiting officer or by a trusted subordinate.

Birth certificates

132. In case the applicant is over 18 years of age he should submit a "birth certificate" in accordance with the following law:

"Provided, That hereafter no part of any appropriation for the Naval Service shall be expended in recruiting seaman, ordinary seaman, or

apprentice seaman, unless in case of minors a certificate of birth or a verified written statement by the parents, or either of them, or in case of their death, a verified written statement by the legal guardian be first furnished to the recruiting officer, showing applicant to be of age required by naval regulations; which shall be presented with application for enlistment; except in cases where such certificate is unobtainable, enlistment may be made when the recruiting officer is convinced that oath of applicant as to age is creditable; but when it is afterwards found upon evidence satisfactory to the Navy Department that recruit has sworn falsely as to age, and is under 18 years of age at the time of enlistment, he shall, upon the request of either parent, or in case of their death, by the legal guardian be released from service in the Navy upon payment of full cost of first outfit, unless in any given case, the Secretary in his discretion shall relieve such recruit of such payment".

133. The Bureau desires to emphasize the fact that the above modification of previous law does not relieve recruiting officers from requiring and obtaining birth certificates when practicable. All applicants accepted for first enlistment must produce bona fide birth certificates or conclusive proof of date of birth from official records or unquestionable sources. NRB Form 18, "Consent, Declaration and Oath of Parent or Guardian", must be executed in the case of all minors. NRB Form 18 is not required for applicants 21 years of age or over, but NRB Form 15, "Age Certificate", may be executed in such cases, if the applicant cannot produce proof of date of birth. The Bureau feels, however, that the best interest of the Service can be served by requiring proof of date of birth in such cases in lieu of the "Age Certificate".

134. Recruiting officers in their discretion may pay the cost of obtaining birth certificates and notary fees on consent papers provided the recruiting officer is reasonably certain that the applicant will enlist and that the applicant is not financially able to bear the cost. Expenditures for this purpose should be covered by approved requisition under appropriation Pay, Subsistence, and Transportation, Navy, Subhead No. 4.

135. No birth certificate or consent paper will be accepted by the recruiting officer on which alterations are noticeable, particularly as to date of birth.

136. A certified copy of birth certificate, age certificate, or consent of parent or guardian, will be inserted in the recruit's service record at the time of enlistment for the information of commanding officers in acting upon underage enlistment which may later be brought to their attention.

137. Written references must be obtained on all applicants for first enlistment. Employer's reference (NRB Form 16-a), character reference (NRB Form 16-b), school reference (NRB Form 16-c) and juvenile and police court references (NRB Form 16-d) will not be delivered to applicants but mailed direct or delivered by the recruiter, who should, if practicable, make personal contact with all references. Through such contact, recruiters may receive additional information, necessitating rejection of the applicant even though the written references submitted warranted his acceptance. Many people or firms are reluctant to place in writing such information.

138. References are not acceptable from relatives or close friends of an applicant. They must be from reputable and responsible citizens of the community; must be treated with confidence and never divulged to an applicant.

139. References from employers where they cover a sufficiently long period of time are considered the best, but if the applicant has not been employed recruiting officers are authorized to accept, in their own discretion, two character references from responsible persons. Considerable weight should be given to standing and reputation of parents and the home environment of the applicant.

140. All applicants for enlistment will be required to successfully pass a General Classification Test; the minimum mark to be that specified in current Bureau instructions.

No relief of recruiting officer on account of above

Cost of birth certificates

No alterations on birth certificates

Certified copies of birth certificates

References

General Classification Test

141. Test forms will be considered confidential and will be guarded accordingly.

142. Requisitions for General Classification Test forms will be made on the Recruiting Bureau.

143. General Classification Tests may be given at substations.

144. General Classification Test sheets of recruits will be forwarded with the enlistment papers of the recruit concerned to the training station, under separate cover.

ENLISTMENT PAPERS

Service records and shipping articles

145. The recruiting officer shall see that the utmost care is observed in every detail of information required by the shipping articles and service record at the time of enlistment.

Elimination of illegible, blurred, incomplete records

146. In order to eliminate blurred, illegible and incomplete records, shipping articles, discharges and service records, the following uniform practice shall be adopted: All entries on cover of and in the service record, on shipping articles and reverse of discharges, will be made by typewriter. The names of the officer in charge and the medical officer will be typed below their signatures.

Identification marks to be made in prescribed form

147. Entry of identification marks on the descriptive list of the service record and the records of enlistment should be entered in the following form: After the word "anterior" enter with the prescribed abbreviations the principal scars, moles, birthmarks, tattoo marks, as taken from the outline figure on N. Nav. 2, for the anterior surface of the body in the order in which they occur, commencing at the scalp and ending at the feet; and after the word "posterior" enter those for the posterior surface of the body. The following is an example:

Anterior: S. ½, 1. forehead; S. ½ d, 1. breast: S. 1, L. palm.

Posterior: S. 1. center back; S. ¾ 1 hand; S. ½ r. index finger.

Medical officers not to accept men with defects likely to become aggravated

148. Medical officers should be particularly careful not to accept for enlistment men who have defects which are likely to become aggravated and cause disability for service or which may be used as a claim for compensation. It is often difficult to determine whether an individual is suffering from or predisposed toward mental disease during the time an applicant for enlistment is under observation in a recruiting office, especially when the applicant is reacting to his normal mental level during that period, and a few cases are passed and enlisted in the Naval Service who are soon discharged by medical survey for mental disorder and may be entitled to compensation. Medical officers and recruiting officers should therefore, whenever possible, obtain the previous history and recommendations as to ability and desirability from applicants' relatives, former employers, neighbors, and family physician.

Man to be informed of defects

149. Slight defects which are not considered at the time of examination of sufficient importance to cause rejection, may later become aggravated or the individual may later complain of symptoms therefrom. The burden of proof lies with those who would show that an individual was suffering from a disease prior to his entry into the Naval Service. Therefore, medical officers should be careful to enter all physical defects (deformities and results of injuries, operations and diseases) on the abstract or the first page of the health record and the applicant should be required to sign the following statement: "The medical officer has informed me that I have the following defects".

Papers to be checked

150. Shipping articles and service records must be carefully checked and verified before forwarding.

Full name and service number

151. As the files of the Bureau contain names of thousands of Browns, Johnsons, Millers and Smiths, many with similar initials, identification is impossible unless the full name and service number is given in every case.

Service numbers

152. Groups of service numbers are issued by the Bureau to main recruiting stations for assignment to first enlistments. Service numbers of Naval Reservists will be retained on enlistment in the regular Navy.

Forwarding of records

153. It is directed that the recruiting officer personally see that the following records are forwarded to the training station concerned by registered mail on the same day that the recruits are transferred to the training station:

The service record.

The health record.

154. Form N. Nav. 91, Transportation Report, will be forwarded in charge of the man concerned.

155. The application blank, consent papers in the case of minors, or age certificate, evidence of age, references, including juvenile and police, NRB Form 29 or release from other military service if applicable, and investigation report, should be fastened together in the order listed above and forwarded to the Bureau of Navigation. The shipping articles and the finger print card (N. Nav. 2 for first enlistment or N. Nav. 379 for reenlistment) will be forwarded to the Bureau but will not be attached to the enlistment papers. The shipping articles should be folded in half with the printed surface on the outside, after which they should again be folded so as to make four equal parts with the name of the man on the outside.

156. No member of the National Guard or any other branch of the military service shall be enlisted until after some form of release from his obligations has been obtained either by formal discharge or by letter or telegram from competent authority. Questions regarding such service on the application for enlistment must be answered either in the affirmative or negative, and not left blank or answered by a dash.

157. In requesting verification of service of men who have lost their discharges from the Navy, Army, Marine Corps, or Coast Guard, the following information must be submitted to the Bureau of Navigation:

(a) Navy - Name in full, including middle name; rating, date and place of enlistment, date and place of discharge, and service number, if possible.

(b) Army - Name in full, including middle name; rank, date and place of enlistment, date and place of discharge, serial number, if possible, and organization, including company or similar subdivisions, from which discharged. If discharged from a casual company, statement should be made of last organization of service.

(c) Marine Corps and Coast Guard - Name in full, including middle name; rank, and places and dates of enlistment and discharge.

It is particularly important that requests for verification of Army service contain statement of organization, including company, battery, troop, squad, or similar subdivision, in which the man served, and the approximate dates of such service, as the large number of records on file in the War Department renders it difficult, if not impossible, to locate records without this information.

158. Requests for waivers Form N. Nav. 54 (in triplicate) may be submitted for especially desirable applicants for minor physical defects. When telegraphic waivers are requested, it is directed that the name of the applicant be given in full together with date and place of birth.

159. In requesting waivers for underweight, especially when such requests are made by despatch, it is directed that the age, height, weight, chest at expansion, and number of inches expanded, be given as well as the number of pounds under weight.

160. Applicants for enlistment with defective or missing teeth who do not meet the requirements for enlistment should be rejected outright, or a waiver requested where the defects are minor and can easily be remedied by a Naval dental officer. If the applicant desires to have dental work done in order to fit himself for enlistment, he must have it done entirely upon his responsibility. Defective teeth should be indicated by number and not by description, as "Teeth missing, one, two, sixteen, decayed, thirteen, twenty-three".

161. Flat foot, when accompanied with symptoms of weak foot or when the foot is weak on test, is disqualifying. Pronounced cases of flat foot attended with decided eversion of the inner border, due to inward rotation of the astragalus, are disqualifying, regardless of the presence or absence of subjective symptoms. When any degree of flat foot is found, the strength of the feet should be ascertained by requiring the applicant to hop on the toes of each foot for a sufficient time and by requiring him to alight on the toes after jumping up several times. Re-

Transportation report
Arrangement and forwarding of enlistment papers

Folding of shipping articles

Release from National Guard or other military service

Verification of lost discharges

Form N. Nav. 54 to be submitted in triplicate

Underweight

Teeth

Flat Feet

quests for waiver for flat foot should contain the results of such exercise tests.

No responsibility to be assumed

162. The recruiting officer will assume no responsibility for himself or the Navy in the matter of fitting applicants for enlistment, and the medical officer shall not operate on such applicants with a view to qualifying them.

Applicants not to write to Bureau for waivers

163. Recruiting officers will not advise applicants for enlistment or reenlistment to write to the Bureau for waivers or for assignments in ratings other than those authorized in their particular cases, nor will applicants be advised to visit the Bureau in person. Such of these cases as in the opinion of the recruiting officer merit the Bureau's decision will be referred by the recruiting officer in official correspondence with full statement of all circumstances.

Instruction in physical examinations

164. Petty officers ordered to substation duty, in addition to the instruction received at the Recruiting Training School, will be thoroughly instructed by medical officers at the main station in the use of NRB Form 10. Experience has shown that recruiters who have been properly instructed in the use of this form are competent to send in applicants to the main station who will pass the rigid physical examination given by the medical officer.

Substation rejections

165. When recruiters in charge of substations continue to send in applicants who fail to meet the physical requirements they will be ordered to the main station for further instruction. Recruiters who continue to fail in this respect will not be retained on recruiting duty.

Rejected applicants proceeding to main station

166. Applicants who are rejected physically on examination at substations will be given a further physical examination at the main station, if they so request and proceed at their own expense. In no case will applicants be encouraged by recruiters to proceed to the main station for such physical examination.

Expenses to be borne by applicant

167. Where applicants express a desire to proceed to the main station, recruiters must be sure that the applicant and his parents thoroughly understand that all expenses involved must be borne by the applicant and that the recruiter and the Navy are in no way responsible for any expenses incurred. The recruiter should further explain to the applicant and to his parents that even if the medical officer finds the applicant physically qualified no assurance can be given as to date of enlistment and that it will be necessary for the applicant to return to his home until all necessary papers and investigations are satisfactorily completed, as not until then will his name be placed on the waiting list.

Submitting to operations for minor physical defects

168. In conducting physical examinations where some minor physical defect is detected that can ordinarily be remedied by a slight operation, recruiters should continue their physical examination of the applicant until completed to determine if he has other defects that would disqualify him for enlistment. Where applicants state their intention to submit to such minor operation the recruiter must be sure that no physician or hospital is recommended and that no assurance of any kind is given the applicant that he will be accepted for enlistment even if the operation is successful and the defect remedied.

Political affiliations

169. Recruiting personnel will refrain from suggesting or implying that correspondence between applicants' political affiliations and the Navy Department will give them preference on the waiting list or result in their enlistment after being rejected at the main station for any cause.

Medical officers to personally examine applicants

170. Medical officers attached to recruiting stations will not delegate the conduct of physical examinations to others but each applicant will be thoroughly examined physically by the medical officer.

Drifters

171. The enlistment of applicants who do not reside within the recruiting territory of the station at which they apply should be discouraged. It is not only difficult to properly conduct the necessary investigations but in many instances these men have drifted from station to station.

Bribes

172. Cases occur where applicants have attempted to bribe the recruiting representative in an endeavor to advance themselves on the

waiting list. When this occurs the applicant will be considered undesirable.

REENLISTMENTS

173. Reenlistments will be made in accordance with current instructions from the Bureau of Navigation on the subject.

174. The reenlistment of continuous service men (within three months of date of discharge) will be made irrespective of first enlistment quotas.

175. When broken service reenlistments are authorized the Bureau will issue instructions covering such reenlistments.

176. When current instructions permit the reenlistment of broken service men authority must be requested of the Bureau of Navigation in each case. This is necessary in order that the man's record may be searched. In addition, the usual investigations will be conducted by the recruiting officer.

177. When men of the Fleet Naval Reserve Class F-2 apply for reenlistment after three months from date of discharge from the regular Navy, authority will be requested from the Bureau for their reenlistment as well as the rating in which they are to be reenlisted; and in addition the recruiting officer will conduct investigation to determine whether or not the man has married or has a police record since his discharge.

178. Reenlisted men will be transferred to receiving ships and stations in accordance with current Bureau instructions unless special authority is given in the letter of authority for transfer to some particular ship or station.

179. Married men in the fifth, sixth and seventh pay grades will not be reenlisted without specific authority from the Bureau in each case.

**Married men
in 5th, 6th
and 7th pay
grades**

180. When the reenlistment of such men is authorized a waiver of dependency must be signed by the wife and this waiver will be forwarded with the other enlistment papers to the Bureau.

**Dependency
waiver**

181. The above provisions apply to reenlistments under continuous and broken service, except that the decision as to the acceptance or rejection of married members of Fleet Naval Reserve, Class F-2 applying after three months from date of discharge, is delegated to the recruiting officer, but waiver of dependency is required in accordance with paragraph 180.

182. Requests for enlistments of men who have been dishonorably discharged from the Army, Navy, Marine Corps, or other branches of the military service will not be considered by the Bureau and should not be forwarded.

**Dishonorably
discharged
men not re-
enlisted**

183. Reenlistment "within three months" should be interpreted to mean reenlistment on the same day of the month within three calendar months from date of discharge. For example, a man discharged on 7 January may be reenlisted on any day up to and including 7 April and retain his continuous service benefits and status.

**Definition of
continuous
service**

184. Recruiting officers are authorized to grant all men applying for reenlistment who were discharged by reason of expiration of enlistment and who reenlist within thirty days from the date of their discharge, thirty days leave exclusive of travel time.

**Reenlistment
leave**

185. A former service man who reenlists after the expiration of the three months limit should have his discharge papers returned to him immediately upon reenlistment, as such papers are his personal property. In cases where men reenlist within three months and have no continuous service certificate, their discharge forms will be taken up by the recruiting officer and forwarded to the Bureau of Navigation via the ship or station to which the man is transferred, in accordance with instructions in the Bureau of Navigation Manual, to be exchanged for a continuous service certificate.

**Discharge
forms pro-
perty of men
except under
continuous
service**

**Errors in
discharges
and contin-
uous service
certificates**

186. It is directed that all instances of men presenting themselves for reenlistment with discharges or continuous service certificates containing errors, omissions of service numbers, etc., be reported to the Bureau of Navigation.

**List of stolen
discharges**

187. Main and recruiting substations should maintain a list of the serial numbers of all honorable discharge certificates reported stolen or missing by the Bureau. When a man applies for reenlistment discharge certificate should be checked with the list of numbers on file.

CHAPTER V

PUBLICITY

188. One of the most important functions of recruiting personnel is that of representing the Navy before the public. In most cases they are the only Navy representatives in the area and it devolves upon them to bring the Navy with its aims, traditions and ideals to the attention of our citizenry. This will be done by representing the Navy as it is and not by spreading propaganda. Seek opportunity to address or talk before gatherings of thinking people but avoid controversial subjects and expressions of political opinion. A locality where the public knows about the Navy is a fertile recruiting ground. **Navy publicity**
189. Newly enlisted recruits in transit to the training stations may be the means of good or bad publicity dependent upon their appearance and conduct en route. **Appearance of recruits in transit**
190. Recruits should be instructed that it is desired that they present a neat appearance when traveling and upon reporting to the training station and that they will have an opportunity to send their civilian clothing home after reporting.
191. This should be explained to applicants when they are called in for enlistment, and outgoing drafts should be inspected and cautioned as to their behavior before transfer.
192. Recruiting personnel are without authority to insert paid advertisements in newspapers or other periodicals, and this type of advertising is not desired. **Paid advertising not authorized**
193. The recruiting officer will keep in touch with city officials and request their assistance and cooperation in his efforts to obtain quality recruits. He should visit the newspaper offices; request the city editor to publish information supplied; keep in touch with the reporters, supplying them with interesting Navy news matter as well as personal news items relating to his station; and must take advantage of every means which offers publicity for the Navy and see that all publications show the location of the recruiting station. **Method of advertising**
194. Recruiting personnel shall establish cordial relations with the leading citizens of the community, including principals of high schools, social organizations, business clubs and officials of radio stations. Short interesting talks before high schools, social organizations, business clubs and over the radio are excellent means of obtaining desirable publicity and acquainting the general public with the Navy. **Publicity mediums**
195. Where possible contacts should be made and interest displayed in such organizations as Boy Scouts and Sea Scouts.
196. Recruiters are not expected to be eloquent speakers, but there is a vast amount of difference between delivering a speech and delivering a short interesting talk about the Navy, a subject with which every recruiter is intimately familiar.
197. Political and controversial issues which may create an antagonistic attitude toward the Service must be avoided.
198. Most of the routine business of a recruiting office is done between the hours of 9 a. m. and 2 p. m., and it is not usually necessary to keep the entire force in the office after 2 p. m., so after that time the men not needed in the office should be sent out on local publicity work, to canvass the city and outlying districts. Special men should also be detailed to outside work at all times. **Outside publicity**
199. Applicants should be informed of the life they will lead for the first two or three months after entering the Naval Service. If properly informed they will realize the discipline and military life involved and will overcome any dissatisfaction which they may experience during their early period of training. **Navy life explained**
200. The advantages of an enlistment in the Navy should be fully and honestly explained to the parents of an applicant. The Navy desires satisfied recruits, satisfied parents. **Advantages to be explained**
201. Recruiters should encourage recruits to write them from the training station and to visit the recruiting office when home on leave. The basis of this correspondence should be general information **Keep in touch with recruits**

from recruit and encouragement from recruiter. Such procedure will not only furnish the recruiter with an excellent news item but there is no better publicity than an enthusiastic young bluejacket, home on his first leave.

**Keep Navy
in public eye**

202. In general, keep the Navy in the public eye as much as possible, ever bearing in mind the fact that in order to get recruits, the public must know of the Navy.

**Public ex-
hibit of Navy
material**

203. The policy of the Department regarding the public exhibition of Navy material is published in General Order 199.

**Request ap-
plicant to fur-
nish names
and addresses
of friends**

204. Each qualified applicant should be requested to furnish the names and addresses of some of his acquaintances who may possibly desire to enter the Naval Service.

News items

205. There is an organization in the Navy Department known as the "Information Section of the Office of Naval Intelligence", which gives out news items to the Press. Occasionally the Recruiting Section, Bureau of Navigation, obtains news articles from the Information Section before their release to the press and sends them out to stations for release as shown at top of each news item. If this is impossible, the Information Section "write-ups" are sent out to assist recruiting officers in drawing up any feature stories they may desire.

**Publicity
articles and
cuts**

206. From time to time articles, with cuts, prepared at the Recruiting Bureau, are sent to all recruiting stations. These articles may have for their subject topics of general Navy interest, but usually are recruiting articles. Lists are sent out from time to time of promotions of enlisted men, graduates of training schools, commendations, etc. These lists are sent to the district in which the men in question reside for the purpose of local publicity. Ships and stations have been requested to make use of N. Nav. 226.

**Writers to be
experienced**

207. Any assistance required by recruiting officers in preparing feature stories will be furnished by the Recruiting Bureau upon request.

Clippings

208. Newspapers will not publish matter unless written in regular newspaper style.

**Recruiting
posters not
to be placed
in certain
locations**

209. Newspaper articles pertaining to the Navy will be clipped and forwarded to the Bureau of Navigation weekly with "Report of Activities".

**Display of
posters in
Federal
buildings**

210. It is directed that recruiting posters and other publicity matter be not nailed or otherwise affixed to growing trees, etc. The State and city laws and regulations regarding the placing of publicity matter must be strictly complied with by the Recruiting Service, and to that end it shall be the duty of the officer in charge of a recruiting station to familiarize himself with such laws and to require their strict observance by the outside publicity force under his command.

**Address to
be shown on
publicity
matter**

211. All recruiting personnel will become familiar with the regulations of the Treasury Department, contained in Section XXXIX of the "Instructions to Custodians, 1905", covering the display of posters, etc., in Federal buildings.

Supplies

212. Posters, newspaper articles, and all other publicity matter should show the full street address of the recruiting station from which issued.

**Moving
pictures**

213. Posters, pictorials, and moving pictures will be supplied the recruiting service periodically by the Recruiting Bureau without request.

214. Effort will be made to obtain the largest circulation possible for recruiting motion picture films and to make use of the portable Animatophone equipment.

CHAPTER VI

QUARTERS

215. Suitable quarters for a recruiting station should be obtained as soon as practicable after its establishment has been authorized.

216. The recruiting officer should apply to the president of the local Federal business association for aid in determining whether or not there exists in the local public building, if there be one, or in Federally rented buildings or portions of buildings, excess space sufficient and suitable for the needs of the recruiting station. If there is no Federal business association in the locality, this investigation should be made by the recruiting officer in conjunction with custodians or other Federal officials whose activities occupy commercially rented space.

**Federal
quarters**

217. If Federal quarters are not available, effort should be made to obtain rent-free space in State or municipal buildings.

**Space in
State or
municipal
buildings**

218. In the event that it is necessary to secure rent-paying quarters, the recruiting officer, if not familiar with local conditions, should get in touch with the Postmaster, obtain his cooperation, and through him get the names of reliable realty agents from whom may be obtained a list of suitable quarters. Care should be taken that entrance will be on a main street, that posters and other advertising will be permitted, and that maximum display of colors and recruiting banners will be obtained. A site in the downtown business section of the city, rather than in a residential or factory district should be located. Location should be near railroad stations, post office, police headquarters, city hall, etc., and convenient to as many local transportation facilities as practicable. It is desirable to be near clean and reputable low-priced lodging houses, hotels and restaurants.

**Suitability of
location**

219. It is the policy of the Bureau to request from 1200 to 1800 square feet of space in Government buildings. While it is usually practicable for the recruiting officer to have space arranged, it is necessary for the Bureau, particularly when requesting space in new Federal buildings, to submit an arrangement in advance.

**Arrangement
of space in
Federal
buildings**

This space is divided as follows:

	1200	1500	1800
Recruiting Officer-----	180	180	180
Medical Officer-----	180	180	180
Examining Room-----	220	260	360
Office-----	370	500	600
Applicants' Room-----	150	200	240
Store Room-----	100	180	240

It is also desirable that a bathroom, containing shower, wash-stand and toilet, be installed.

220. For substations, space of 500 square feet is requested, to be divided into two rooms, one for use as an office and reception room and the other, with a clearance of at least twenty feet for vision test, to be used for the purpose of conducting physical examinations.

221. The division of the space is left to the discretion of the recruiting officer; the medical examining room, however, must be at least twenty feet in one dimension, clear.

222. The recruiting officer should so apportion the available space and arrange the furniture that the routine work can be carried on with as little confusion and waste of effort as possible. For example, in arranging the equipment of the medical examining room many useless steps can be saved by placing the tables, scales, measuring apparatus and test type in such order that the various steps can be carried on in the proper sequence without interference or duplication. The test type should be illumined by artificial light when necessary. For ear examinations, a suitable bracket lamp should be installed. Lighting of a room should be sufficient for bright illumination on dark days.

Regulations governing Federal buildings

223. Complaints are sometimes received from custodians of Federal buildings in which recruiting offices are located of infractions of the regulations of the Treasury Department governing the use of such buildings, such as permitting applicants and recruits to use them for sleeping purposes, etc. Recruiting personnel should familiarize themselves with such regulations and strictly observe them.

Bureau's authority required for change of quarters

224. No changes in the quarters of recruiting main or substations, either rent-free or rent-paying, will be made unless and until authority has been received from the Bureau of Navigation. This applies to establishment, discontinuance, change of location, rental of additional space, payment of increased rental for same space, etc. When the request for authority is made the Bureau will be furnished full information regarding the change desired, with reasons therefor. The request will be forwarded via the Recruiting Inspector.

Rental reasonable

225. When quarters are rented, every effort must be made to insure that the rental is reasonable and comparable to the rental charged for similar space or accommodations in the same vicinity.

Legal restriction of amount of rental

226. Section 322 of the Economy Act, approved 30 June, 1932 (Public No. 212), contains the following:

"Hereafter no appropriation shall be obligated or expended for the rent of any building or part of a building to be occupied for Government purposes at a rental in excess of the per annum rate of 15 per centum of the fair market value of the rented premises at date of the lease under which the premises are to be occupied by the Government nor for alterations, improvements, and repairs of the rented premises in excess of 25 per centum of the amount of the rent for the first year of the rental term, or for the rental term if less than one year: Provided, That the provisions of this section shall not apply to leases heretofore made, except when renewals thereof are made hereafter, nor to leases of premises in foreign countries for the foreign services of the United States".

Certificate and statement of fair market value

227. In order to comply with the provisions of the above-quoted act, requisitions covering rental of buildings or space in buildings will be accompanied by a certificate, signed by the officer requiring the rented property, that the proposed annual rental is not in excess of 15 per centum of the fair market value of the rented premises at date of proposed occupancy. In addition to the certificate, the officer will attach to the requisition a statement of the estimated fair market value of the premises in question, and the procedure followed in arriving at his valuation.

Determination of value

228. Determination of the "fair market value" of property to be rented will be based upon the best information available locally, utilizing such assistance as area coordinators, local Federal business associations, local Post Office officials, etc., may be able to render. The following general procedure adopted by the Post Office and Treasury Departments for determining the "fair market value" of property, rented or to be rented, is furnished for information and guidance:

(a) Fair market value of building already erected and used exclusively by Navy.

Where the proponent is offering an entire building already erected or to renew a lease on a building, an estimate should be made of the present day cost of reproducing the building. As an aid in making this estimate, obtain statement from proponent as to estimated cost or value. This cost should be checked so far as possible. Obtain assessed value of property (land and building separately, if possible) from local tax authorities in order to determine percentage assessed value bears to actual. As assessed valuations do not always represent a uniform percentage of actual value, obtain if possible the sale price of two or three properties which have been sold within the past year or two, as well as the assessed value of such properties on the date of sale. Consult with one or more reliable real estate men, bankers, officials of building and loan associations, real estate boards in the large cities, as well as any other reliable sources of real estate values as to percentage which assessed value bears to actual value; also, as to present day fair market value of property under consideration (land and building separately, if possible). If the building is insured, the

amount of insurance should be ascertained.

Having arrived at an estimate of the present day cost of reproducing the building, deduct therefrom for depreciation 1-½% per annum for a well constructed brick building, and a higher rate of depreciation if the building is not so well constructed and shows more than ordinary wear and tear. The opinions of local real estate men, builders, and architects as to the amount of accrued depreciation as well as the proper annual rate of depreciation to apply to the building in question should be secured where possible.

(b) Fair market value of part of building used by Navy.

Where proponent is offering only a part of a building, estimate of the entire property should be made, based on the statement of the proponent as to cost or value and checked as far as possible, as outlined in (a).

Having arrived at the value of the entire property, an estimate should be made of the value of the portion of the building offered for the use of the Navy. When the space offered is a portion of a one-story structure, all of the space in the building being of the same rental value, the value of the Navy area in the building would bear the same relation to the value of the entire property that the Navy area has to the entire area. Where the Navy space offered in such a building has greater or less rental value than other portions of the same building, the value of the Navy portion in relation to the value of the entire property should be estimated on the basis of the relation of the rental value of the Navy portion to the rental value of the entire space. Where there are vacancies, or where the owner occupies a portion of the space for his own business, or where the Navy already occupies a portion of the building, it will be necessary to make an estimate of the fair rental value of such portions by comparisons with rentals actually paid for similar space in the vicinity.

229. If quarters are to be located where rent must be paid, a copy of proposed lease (undated and unsigned) will be prepared and forwarded to the Bureau for approval.

Copy of proposed lease to be forwarded for approval

230. Before submitting a proposed lease for approval the recruiting officer should obtain assurance that permission will be granted to secure two flagpoles and recruiting signs to the premises.

Permission for flagpoles and signs

231. The proposed lease must under no circumstances be executed until the Bureau's approval thereof is received. No specific promise or agreement of any kind to occupy quarters should be made until the lease has been approved. Quarters should not be occupied until lease has been executed.

232. The recruiting officer must not agree to pay rent in advance, as such procedure would be contrary to the law which prohibits payments in advance of receipt of supplies and services.

Rent payable in arrears

233. The Standard Form of Government Lease (Standard Form No. 2), obtainable from the Bureau of Navigation must be used.

Standard form of Government lease

234. There shall be no deviation from the printed wording of the Standard Form of the Interdepartmental Board of Contracts and Adjustments, Bureau of the Budget, Washington, D. C., through the Bureau of Navigation. When interlineations, deletions, or other alterations are permitted specific notation of the same shall be entered in the blank space following paragraph 11 of the lease.

No deviation from standard lease without approval

235. The copy of proposed lease will be forwarded to the Bureau by a letter of transmittal containing the following information:

Letter of transmittal

- (a) Activity to occupy space.
- (b) Premises to be leased (including name and address of building).
- (c) Lessor.
- (d) Term of lease.
- (e) Annual rental.
- (f) Renewable to.
- (g) Renewal notice of days or months required.

Information required

- (h) Facilities included in rental.
- (i) Space to be used for.
- (j) Total area.
- (k) Number of rooms.
- (l) Square feet used for
 - (1) Office,
 - (2) Storage,
 - (3) Equipment.
- (m) Persons occupying space
 - (1) Continuously,
 - (2) Intermittently.
- (n) Remarks. (Note any decrease in or increase over previous rental).

**Additional
papers
necessary**

236. The copy of the lease should also be accompanied by the following:

- (1) A statement that the space specified is necessary for the proper functioning of the activity named; that the proposed rental is considered just and reasonable; and that no suitable space can be obtained at a lower rental.
- (2) A statement signed by the president of the Federal business association, or by the chairman of the real estate committee, if there be one, or if there be no association, by the recruiting officer, to the effect that suitable space for the needs of the activity in question is not available in any public or commercially rented space in the locality.
- (3) Requisition.
- (4) Certificate regarding fair market value of property. (Original and two copies). (See paragraph 227).
- (5) Statement of the procedure followed in arriving at estimate of fair market value. (Original and two copies). (See paragraph 227).

237. Upon receipt of the Bureau's approval, returning the copy of the proposed lease for completion, the lease may be executed at once unless otherwise specified.

**Leases to be
executed in
septuplicate**

238. Leases will be executed in septuplicate.

**Lease of rent
paying sub-
stations**

239. It is not desired to pay rent for substations, and rent-paying substations are seldom authorized. In the event that a rent-paying substation is authorized by the Bureau regular lease must be executed on a month to month basis. The procedure to be followed for the rental of substations is identical with that for main stations.

240. In view of the long-established policy of the Government to decline acceptance of gifts from its citizens, a policy which Congress has from time to time inferentially recognized by specific legislation authorizing in special instances exceptions from the general rule, privately-owned rent-free quarters will not be occupied.

241. When office space for the recruiting service is offered gratuitously, recruiting officers may execute regular lease upon approval of the Bureau at the nominal rental of one dollar a year, or one dollar for period of occupancy not exceeding one year, payable at the expiration of the fiscal year or upon vacation of the quarters. When such quarters are obtained, paragraph 3 of the standard form of lease should be changed to read as follows: "TO HAVE AND TO HOLD the said premises and their appurtenances for a term beginning [Insert date of occupancy, the date being subsequent to Bureau's approval] and ending [Insert last day of month], and thereafter from month to month until [Insert last day of fiscal year or a prior date if agreed upon], subject to the right of either party hereto to terminate this lease at will". Paragraph 9 of the lease should read as follows: "The Government shall pay the Lessor for the premises rent at the following rate: One dollar (\$1.00) on [Last day of fiscal year], or on date of termination of lease".

242. The instructions contained in the two preceding paragraphs do not of course apply to the acceptance of office space in Federal, State or municipal buildings.

243. Clause permitting the recruiting officer to vacate quarters on one calendar month's notice should be insisted upon, in which case paragraph 3 of the standard form of lease should be changed to read as follows: "TO HAVE AND TO HOLD the said premises and their appurtenances for a term beginning [Insert date of occupancy, the date being subsequent to Bureau's approval] and ending [Insert last day of month], and thereafter from month to month until [Insert last day of fiscal year or a prior date if agreed upon], subject to the right of either party hereto to terminate this lease on one calendar month's notice". If especially desirable quarters for the main station cannot be leased with the vacating clause, it may be waived upon authority of the Bureau of Navigation. Leases for substations, however, must always contain vacating clause.

**Vacating
clause to be
insisted upon**

244. It is preferable to have leases run with the fiscal year, i. e., 1 July to 30 June, but if the lessor insists upon lease dated 1 May or 1 January, in accordance with local custom, it will be necessary to execute two leases, one to 30 June, and another from 1 July to end of term; execution of the latter lease to be held in abeyance pending the passage of the Naval appropriation bill for the new fiscal year.

245. No lease can run beyond the end of the fiscal year which it covers, but the recruiting officer is advised to obtain option upon a renewal of the lease for the ensuing fiscal year, which renewal may be executed shortly before the beginning of the new fiscal year upon the Bureau's authority, provided appropriations for the Navy covering the new fiscal year shall have been made by Congress.

**Lease not to
run beyond
current
fiscal year**

246. At the time annual requisitions are forwarded, usually on or before 31 March, main stations should submit for the Bureau's approval copies of proposed leases for the next fiscal year.

247. In case it is proposed to renew existing lease with all its covenants, Form of Renewal of Government Lease (N. J. A. 114, Form of Renewal No. 1), obtainable from the Bureau of Navigation, will be drawn up in septuplicate, and a copy submitted to the Bureau for approval.

**Renewal
of leases**

248. The procedure for submitting copy of renewal for approval and for distribution of executed renewals including affidavit for the Returns Office is identical with that for original leases.

249. Only leases can be renewed. There can not be a renewal of a renewal. If it is desired to remain in quarters occupied under a renewal, a new lease should be drawn up.

250. In submitting request to move from or close a rented station, it is incumbent upon recruiting officers to exercise precaution against the possibility of entanglements in legal controversies with lessors, which may arise on account of failure to give notice of intention of removal, when required to do so by the provisions of an existing lease, or on account of the absence of a vacating clause in a lease. In the event that the recruiting officer finds that he can not make amicable arrangements for vacating quarters, the circumstances must be explained to the Bureau in the request for decision.

**Legal en-
tanglements
to be avoided**

251. Recruiting officers are cautioned not to continue occupancy of leased quarters after the date of termination of lease.

**Caution
against oc-
cupancy after
expiration of
lease**

252. A lease is a formal contract. The recruiting officer should take care to observe the "Instructions for the Filing of Contracts", issued by the Returns Office, General Accounting Office. Further information regarding contracts, such as numbering, etc., changes in ownership, etc., will be found in the section on contracts in Chapter 10.

**Filing of
contracts**

253. To the copy of the lease sent to the Returns Office, General Accounting Office, the recruiting officer must affix the following affidavit (S. and A. Form 247), sworn to before an official having authority to

**Affidavit for
Returns
Office**

administer oaths:

"I do solemnly swear (or affirm) that the copy of contract hereto annexed is an exact copy of a contract made by me personally with _____, that I made the same fairly without any benefit or advantage to myself, or allowing any such benefit or advantage corruptly to the said _____, or to any other person and that the papers accompanying include all those relating to the said contract, as required by the statute in such case made and provided".

254. Copy of lease and accompanying papers sent to the Returns Office must be attached by ribbon and seal, each sheet numbered in regular order. Original lease and all other copies will not be attached by ribbon and seal.

**Distribution
of copies of
leases**

255. The completed leases or lease renewals should be prefixed by a copy of the Bureau's approval of the lease or lease renewal, and distributed as follows: original to the General Accounting Office, Audit Division; copy to the Bureau of Navigation; copy to the Returns Office, General Accounting Office, as prescribed above; copy to the office of the Judge Advocate General, Navy Department; copy to the Bureau of Supplies and Accounts; one copy to the lessor (or his authorized agent); copy to the recruiting station files.

**Statement
and certificate of award**

256. To the original lease sent to the General Accounting Office, Audit Division, will be attached Standard Form 1036 (Statement and Certificate of Award), and the certificate regarding fair market value. If the rental is \$500 or more per annum, the clearance certificate of the Federal Real Estate Board must also be attached; the clearance certificate is mailed to the recruiting station by the Bureau of Supplies and Accounts with the approved requisition.

**Status upon
detachment
of recruiting
officer**

257. Upon detachment, recruiting officers shall advise their successors regarding the rental status of all stations under their command, whether rented with or without a vacating clause, the cost of rental and whether or not any special agreements have been made with owners, landlords, or lessors regarding increase or reduction in rent. In case of failure on the part of a recruiting officer to furnish this information to his successor, it will devolve upon the successor to ascertain the facts from the files or otherwise.

**Report of
changes in
recruiting
stations**

258. In order that an accurate record of stations, addresses, rentals, etc., may be kept, the following data must be furnished for all stations established, for all stations discontinued, and for both old and new quarters in the event of change of quarters:

- (a) Location of property (street address).
- (b) Popular name of property.
- (c) Name of owner.
- (d) Description of property, including improvements.
- (e) Area (Number of rooms and approximate total square feet of floor space).
- (f) How acquired: purchase, lease, permission, etc. (When acquired by "permission", the Bureau must be advised by whom permission is given and by what authority).
- (g) Date of opening or closing.

259. The fact that the Bureau has authorized a change, has approved a lease, or has been informed that the authorized change is contemplated upon a certain date, does not relieve the recruiting officer from the necessity of making full report in accordance with the instructions in the preceding paragraph.

Reserve officers to be accommodated if practicable

260. When requested by the Commandant of a Naval District or by the senior officer of the local Naval Reserve organization, desk room, or a separate room, should be furnished the local reserve officer, if practicable. Desks and other equipment will be furnished by the Commandant if necessary. The establishment of Reserve headquarters at a recruiting station will be reported to the Bureau, the following information being given: name and rank of officer in charge; date of establishment of headquarters; amount of space furnished; (spare room or desk room only).

CHAPTER VII

OUTFITTING THE STATION

FURNITURE

261. When a recruiting station occupies space in a Federal building the necessary furniture is supplied by the Treasury Department.

262. In the above connection, attention is invited to letter of the Assistant Secretary of the Treasury SA-M 20 February 1930 to the Chief Coordinator:

**Furniture in
Federal build-
ings to be
supplied by
Treasury
Department**

"Sir:

"The receipt is acknowledged of your letter of February 10, regarding the policy of the Treasury Department concerning the supply of furniture for Federal buildings and you are informed as follows regarding the various points.

"In providing furniture equipment for new Federal buildings, particularly in the larger cities, it is the usual practice of the Supervising Architect's Office to send a representative to the particular city to make a survey of the old furniture in use, to confer with the various activities as to their requirements and prepare a report and schedule of the equipment needed. In the case of the smaller buildings, however, such data is frequently obtained by correspondence.

"The law contemplates that all necessary furniture for Federal buildings shall be purchased from the appropriation under the control of this Department except as modified by the following quoted provision of the Appropriation Act: 'That all furniture now owned by the United States in other public buildings or in buildings rented by the United States shall be used, so far as practicable, whether it corresponds with the present regulation plans of furniture or not'.

"In view of the evident intent of the law as stated above, it is the policy of this Department to require the use of all furniture owned by the United States. It is clear that no distinction should be made as to the appropriation from which the old furniture was originally purchased, whether under the control of the Treasury Department or some other branch of the service. In view of this, all activities in rented space which have purchased their own furniture for use in the same are expected to move such furniture into a Federal building when they are assigned quarters therein. The expense for moving the furniture to the Federal building, however, is paid from the appropriation under the control of the Treasury Department.

"In view of the foregoing, this Department claims the temporary ownership of such furniture, because it is the property of the United States, for such period as it may be required in the particular Federal building by the branch of the service which originally purchased it and the custodian of the building is required to take inventory of such furniture and to care for it in the same manner as Treasury Department property. In the event, however, it is found necessary at some later time for the particular activity concerned to vacate its quarters in the Federal building and move again into rented space, this Department will upon request authorize the custodian to permit of its removal and to drop it from his record.

"When such furniture is brought into the building by an outside activity it is used by that particular activity and not considered as available for general use. In case such articles are subjected to abuse in service or become broken or worn out and replacement is necessary the cost of such replacement furniture is payable from the appropriation of the Treasury Department.

"It is not the policy of the Department to permit custodians to alter, remodel or knock down any furniture in Federal buildings without specific authority from the Department and Department authority is also required before they can dispose of any furniture by sale or otherwise. The 'Instructions to Custodians' furthermore require that the transfer of furniture from room to room in the particular building must have Department approval.

"It is believed that the possibility of various activities expending money in excessive amounts for furniture to take into a Federal building is very remote. It is generally understood by all branches of the service that the Treasury Department purchases furniture for Federal buildings and it has been found that it is the tendency of prospective occupants of space in such buildings to keep such expenditures to a minimum, making only such purchases as are absolutely essential for their use during the remainder of the period they are to occupy rented quarters. It has been known in instances that activities occupying rented space and which were in urgent need of new furniture for their quarters have actually refrained from making any purchases for a considerable period in view of the expectancy of their occupying space in a Federal building.

Respectfully,
(signed) FERRY K. HEATH
Assistant Secretary of the Treasury".

263. The procedure to be followed in procurement of equipment other than furniture is described later in this Chapter.

264. Officers in charge of recruiting stations not located in Federal buildings should submit requisitions for such furniture as is considered necessary, observing the instructions in the section on requisitions in Chapter 10.

265. While it is realized that the needs for furniture and other equipment will vary with different locations, it is believed that the following paragraphs will assist the recruiting officer in determining what will be required.

266. The following articles of furniture and equipment have been recommended as desirable for a recruiting station.

- 1 motor truck (light weight). (See Chapter 10).
- 3 typewriters, pica type.
- 1 mimeograph (hand driven, automatic feed).
- 1 adding machine.
- 1 safe (small).
- 3 desks, single flat top, 60 inch.
- 3 desks, typewriter, 57 inch.
- 2 revolving chairs, with casters.
- 4 typewriter chairs, with casters.
- 2 arm chairs.
- 12 straight chairs.
- 2 tables, 72 inch.
- 2 tables, 50 inch.
- 1 medical cabinet.
- 4 sectional filing cabinets.
- 2 bookcases.
- 2 wardrobes.
- 2 washstands (if no running water).
- 1 platform scale (with measuring rod).
- 1 wall clock.
- 4 electric fans.
- 1 Bible.
- 1 Standard dictionary.

Various articles of small value, such as one or two mirrors; two or more cuspidors; clothes hooks; light fixtures; fire extinguishers; two ash flagpoles, approximately 14 feet 8 inches in length, with sockets; painted signs reading "Navy Recruiting Station" in front of office, on stair treads and over door leading to the station; appropriate lettering on windows and entrance doors; wastebaskets, mucilage, ink, and other office supplies not obtainable from the Recruiting Bureau.

267. The following articles have been recommended as desirable substation equipment.

- 1 typewriter (if justified by volume of work and typewriting experience of petty officer in charge).
- 1 typewriter desk, 57 inch.
- 1 revolving chair, with casters.
- 6 straight chairs.

Suggested equipment

- 1 table, 50 inch.
- 1 table, 36 inch.
- 1 sectional filing cabinet.
- 1 washstand (if no running water).
- 1 platform scale (with measuring rod).
- 1 burlap screen.

Mirror; two cuspidors; two flagpoles; painted signs; clothes hooks, wastebaskets, etc.

268. Lessors may be willing to furnish some articles of equipment. The purchase machinery should not be put in motion until it has been ascertained what will be furnished free of charge.

COMMISSIONING OUTFITS

269. The Navy Recruiting Bureau should be requested to furnish a commissioning outfit. This includes one recruiting banner and one ensign No. 9 for each main and substation, recruiting literature, pictorial frames, arm brassards, stationery and other supplies, and NRB forms. The material issued by the Recruiting Bureau is listed on NRB Form 9.

**Recruiting
Bureau**

270. Request the Bureau of Medicine and Surgery to supply one medical recruiting outfit for the main station; one outfit for conducting preliminary medical examinations for each substation: one copy of Manual, Medical Department, U. S. Navy, with Changes to date; and a commissioning supply of Medical Department forms used by recruiting stations

**Medical
Department**

271. Request the Bureau of Navigation to supply one finger print outfit and the following publications and circulars:

**Finger print
outfit
Publications**

- (a) 1 U. S. Navy Regulations (with binder) and Changes to date.
- (b) 1 set Navy Department General Orders and Subject Index to General Orders (with binder).
- (c) Bureau of Navigation Manual (with binder) and Changes to date (one for main and one for each substation).
- (d) Instructions for Recruiting Officers (one for each member of the recruiting personnel).
- (e) 1 U. S. Navy Travel Instructions (with binder) and Changes to date.
- (f) 1 How to Take Good Finger Prints.
- (g) Yearbook of Enlisted Training (one for each main and substation).
- (h) 1 Naturalization Laws and Regulations.
- (i) 1 Congressional Directory.
- (j) 1 United States Official Postal Guide.
- (k) 1 each of current Bureau of Navigation Circular Letters, Recruiting Circular Letters, and Navy Recruiting Information Bulletins.

Circulars

272. Request the Bureau of Supplies and Accounts to supply one copy of the Bureau of Supplies and Accounts Manual and one copy of Bureau of Supplies and Accounts Memoranda (3 vols.), with binders and Changes to date; Official Mileage Tables; Appropriation Bulletin.

**S. and A.
Manual,
Memo., and
other
publications**

273. Request the Returns Office, General Accounting Office, Washington, D. C., to supply a copy of "Instructions for Filing of Contracts".

**"Instructions
for Filing of
Contracts"**

274. Request the Office of the Secretary of the Navy to supply a copy of the U. S. Navy Filing Manual.

**Navy Filing
Manual**

275. The publications obtained in accordance with the preceding paragraphs are for the use of the recruiting stations, and do not become the property of the recruiting officer or other members of the recruiting personnel. They will not be removed from the recruiting stations by personnel detached.

**Publications
not to be
removed
from station**

FORMS

Bureau of Navigation

276. The Bureau of Navigation upon request will issue Bureau of Navigation forms, which are listed in Part B, Chapter 2, Bureau of Navigation Manual. Request for Bureau of Navigation blank forms and pamphlets should be submitted on Form N. Nav. 16. Those most commonly used at recruiting stations are N. Nav. Forms 1, 2, 4, 5, 5a, 5b, 5d, 16, 21, 25, 54, 66, 91, 95, 97, 231, 323, 351, 379, 443a, 463 Rev., and 511; binder boards for mailing muster roll; envelopes for mailing muster roll.

277. Standard Form 2 (Standard Form of Government Lease) and Form N. J. A. 114 (Form of Renewal of Government Lease) are issued upon request by the Bureau of Navigation (Recruiting Section).

278. Standard Form 1030 (Government Request for Transportation) and Standard Form 1033 (U. S. Government Transportation Identification Card) are issued upon request by the Bureau of Navigation (Transportation Section).

Bureau of Yards and Docks

279. Request the Bureau of Yards and Docks to supply 10 copies of N. Y. D. Form 132 (Assignment of Motor Vehicles) and 20 copies of N. Y. D. Form 124 (Report on Service of Automobiles and Motor Trucks).

Judge Advocate General

280. Request the Judge Advocate General, Navy Department, to supply the following standard forms:

10 Standard Form 26 (Driver's Report - Accident Motor Transportation).

10 Standard Form 27 (Investigating Officer's Report - Accident Motor Transportation).

6 Standard Form 28 (Claim for Damage - Accident Motor Transportation).

Treasury Department

281. Request the Treasury Department, Division of Supply, Washington, D. C., to supply the following Treasury forms:

1 pad Form 1 (Revised) (certificate of deposit for credit of the Treasurer of the United States).

6 Form 1231 (Requisition for Disbursing Officers' Checks).

6 Form 1231A (Requisition for Disbursing Officers' Checks) (duplicate).

5 Form 5583 (Signature Card).

25 Form 5584 (Statement of Check Account).

1 5390 (Record of Statement of Disbursing Accounts).

5 Form 6513 (Specimen Signatures).

1 Form 6585 (Record of Blank Checks Requisitioned or Transferred).

1 pad Form 6599 (Certificate of Deposit for Checking Account).

S. and A. and standard forms

282. Request the Bureau of Supplies and Accounts to supply 20 copies of Standard Form 9, "Report of Shipments".

283. Request the Officer in Charge, Naval Supply Depot, Norfolk, Va., to supply such standard forms and S. and A. forms listed in Appendix "E", S. and A. Manual, as are required for use at recruiting stations. Request should be made on S. and A. Form 173 in quadruplicate. The following will or may be required:

Standard Forms

25 Form 22, Standard government instructions to bidders (construction and supplies).

100 Form 30, Standard government form of invitation for bids (supply contract) (as modified for use by the Navy Department).

200 Form 31, Standard government form of bid (supply contract) (as modified for use by the Navy Department).

2 Form 32, Standard government form of contract (supplies).

10 Form 36, Standard government form of continuation schedule for Standard Form 31 (as modified for use by the Navy Department).

50 Form 44, U. S. Government motor fuels tax exemption, certificate.

- 10 Form 45, U. S. Government motor fuels tax exemption, identification card.
- 200 Form 1012, Public voucher (original), for reimbursement of travel and other expenses, including per diem.
- 600 Form 1012a, Public voucher (memorandum), for reimbursement of travel and other expenses, including per diem.
- 75 Form 1021, Account current.
- 75 Form 1025, Schedule of disbursement.
- 25 Form 1026, Schedule of collections.
- 400 Form 1034, Public voucher for purchases, and services other than personal.
- 1000 Form 1034a, Public voucher for purchases, and services other than personal (memorandum).
- 50 Form 1035, Public voucher for purchases, and services other than personal (continuation sheet).
- 125 Form 1035a, Public voucher for purchases and services other than personal (continuation sheet) (memorandum copy).
- 75 Form 1036, Statement and certificate of award.
- 20 Form 1058, Bill of lading.
- 60 Form 1058a, Bill of lading (memorandum copy).
- 20 Form 1059, Bill of lading (shipping order).
- 2 Form 1060, Temporary receipt.
- 2 Form 1061, Certificate in lieu of lost bill of lading.
- 10 Form 1062, Government bill of lading - extra sheet.
- 100 Form 1066, U. S. Government motor fuels tax exemption, receipt.
- 20 Form 1068, Public voucher for transportation of freight and express (original).
- 40 Form 1068a, Public voucher for transportation of freight and express (memorandum).
- 50 Form G. A.O. 2085, Reply to exceptions.

S. and A. Forms

- 25 Form 3, Transmittal of vouchers outstanding in fiscal accounts.
- 50 Form 13a, Analysis of public vouchers.
- 50 Form 15, Money requisition.
- 100 Form 33, Application for transportation for dependents.
- 25 Form 34, Application for transportation of household effects.
- 150 Form 34a, Application for transportation of household effects (memorandum copy).
- 2 Form 53, Check record.
- 50 Form 63, Request for checkage.
- 10 Form 71, Receipt or expenditure invoice.
- 25 Form 76, Requisition on shore.
- 150 Form 76a, Requisition on shore (memorandum copy).
- 100 Form 105, Order for supplies or services.
- 30 Form 153, Request for survey.
- 15 Form 153a, Request for survey, continued.
- 30 Form 154-2, Survey report.
- 15 Form 154a, Survey report, second page.
- 10 Form 154b, Survey report, continued.
- 100 Form 173, Request for blank forms.
- 1 Form 245, Cashbook (ashore).
- 10 Form 247, Affidavit (exact copy of contract).
- 100 Form 256, Receipt for transportation and cash (for parties of less than 15).
- 10 Form 256a, Receipt for transportation, meal tickets, and cash (for parties of 15 or more).
- 100 Form 268, Schedule of transportation requests (original and copy).
- 500 Form 325, Check letter of advice.
- 100 Form 326, Sundry expense account.

CHAPTER VIII

TRAVEL AND TRANSPORTATION

GENERAL

284. All recruiting officers must thoroughly familiarize themselves with the instructions governing transportation issued from time to time by the Bureau of Navigation. These instructions are published in the U. S. Navy Travel Instructions and in the Bureau of Navigation Circular Letters. Changes in the Travel Instructions should be carefully noted. Changes 1 and 2 have been issued to the service since the publication of the Travel Instructions, and a number of emergency changes have been included in the monthly Bu. of S. and A. Memoranda pending formal issuance of Change 3. Information regarding travel of officers under the provisions of the Economy Act is contained in Navy Department letter 00/L20(320914) dated 14 September 1932.

TRAVEL OF OFFICERS

285. Recruiting inspectors are issued repeated travel orders to provide for inspection of recruiting stations in their divisions. Repeated travel orders are also issued to officers in charge of recruiting stations to provide for inspection of substations in their districts. Authority to perform travel under these orders must be approved for each trip by the recruiting inspector.

Claims

286. All travel claims must be submitted in quadruplicate to the Bureau of Supplies and Accounts on Standard Form 1012, "Public Voucher for Reimbursement of Travel and other Expenses, Including per Diem". They should be accompanied by original orders authorizing travel and two certified copies thereof, with all indorsements. Claims must show the date and hour of commencing the travel and date and hour of arrival at destination. The time of arrival at and departure from a place will be considered as the hour at which the train, boat or other conveyance used by the traveler actually leaves or arrives at its regular terminal.

287. An officer is entitled to reimbursement, exclusive of the cost of travel incurred in the execution of orders, at the rate of \$5.00 per diem in lieu of actual expenses for subsistence. Claim for this allowance need not be accompanied by receipts, but should show the amount claimed for each day or fraction of a day. For fractional days, the allowance is divided into four parts of \$1.25 each, one part being payable for each six hours or fraction thereof spent in travel which is part of a longer travel period.

288. No per diem allowance will be payable when the absence is confined between the hours of 8 a. m. and 6 p. m. of the same day. See the Navy Department letter of 14 September 1932.

289. It will be noted from the Department letter that certain actual expenses incident to travel and not subsistence, such as necessary baggage transfer, excess baggage, and taxicab fare, are payable in addition to the per diem allowance.

Travel by privately- owned automobile

290. Repeated travel orders as at present being issued authorize performance of travel by privately-owned automobile. If the repeated travel is so performed instead of by common carrier, reimbursement will be made in accordance with par. 2-30(6) of the Travel Instructions; that is, the officer "shall be entitled, in lieu of transportation by the shortest usually traveled route now authorized by law to be furnished in kind, to a money allowance at the rate of three cents per mile for the same distance". (Act of May 29, 1928, 45 Stat. 975).

291. If it is necessary for an inspector or recruiting or medical officer to go on duty outside the limits of his division or district, temporary duty orders must be requested from the Bureau of Navigation.

292. In accordance with Art. 107 (3), U. S. Navy Regulations, officers will not perform travel unless the travel has been authorized by proper authority, except in cases of emergency, and when there is not time to communicate with the Department by telegraph.

TRAVEL OF RECRUITERS

293. Recruiting officers are authorized to detail enlisted men attached to the recruiting district to visit outlying sections of cities and to perform travel within the district when considered necessary.

294. Traveling recruiting parties may be organized, upon specific authority of the Bureau in each case, to visit territory not usually covered. The request for authority to organize a traveling party will state the names of the men composing the party, the proposed route, and the estimated length of time necessary to complete the trip.

Travel parties

295. Travel of enlisted men should be authorized by written orders, stating the duty to be performed, issued by the recruiting officer to the traveler or to the man in charge of a party; in the latter case the orders should name the men who comprise the party. The time and duration of the travel and the places and periods of detention should be named as far as practicable; in any event the orders should show the starting point and the ultimate destination, naming the intermediate points if they are not on the direct route between the starting point and the destination.

Orders

296. A recruiting officer may, in his discretion, upon an enlisted man's request, authorize the necessary travel to be performed by privately-owned automobile. The law on this subject is quoted in par. 3-32 of the Travel Instructions. Information regarding travel of enlisted men under orders by privately-owned automobile and method of obtaining reimbursement at the rate of three cents a mile is contained in par. 3-32 and 3-33 of the Travel Instructions. When the orders are issued a sufficient number of copies should be prepared to make it unnecessary for the recruiter to make additional copies to substantiate his claim on Standard Form 1012.

Travel by private automobile

297. Subsistence allowances of enlisted men while in travel status and detention are discussed in the section on subsistence in Chapter 10.

298. The following is quoted from the Standardized Government Travel Regulations: "Attention is invited to Section 8 of the Sundry Civil Appropriation Act approved August 24, 1912, as follows: 'After June 30, 1912, Postmasters, assistant postmasters, collectors of customs, collectors of internal revenue, chief clerks of various executive departments and bureaus, or clerks designated by them for that purpose, the superintendent, the acting superintendent, custodian and principal clerks of the various national parks and other government reservations, superintendent, acting superintendents, and principal clerks of the different Indian Superintendencies of Indian agencies and chiefs of field parties, are required, empowered and authorized, when requested, to administer oaths required by law or otherwise to account for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services when so rendered, or when rendered on demand after said date by notaries public who at the same time are also salaried officers or employees of the United States, no charge shall be made; and on or after July 1, 1912, no fee or money paid for the services herein described shall be paid or reimbursed by the United States'".

299. Recruiting officers may make reimbursement under approved requisition for actual expenditures of recruiters for street carfare and in some cases for interurban and bus fare. Men at substations should always be paid by Government check on account of the possibility of loss involved in sending money through the mail. Men at the main station will also be reimbursed by Government check except that if the monthly total is less than \$1.00 the recruiting officer may make the payment by check or cash in his discretion. Before payment by check is made, a certified claim or S. and A. Form 326, "Sundry Expense Account", should be obtained. When reimbursement is by cash, a cash receipt should be taken.

Carfare

300. Recruiting officers are required personally to examine all claims for reimbursement, and to make payment only when reasonably certain that claims are correct. Recruiters should be required to furnish such details of trips as are necessary to substantiate their claims.

TRANSPORTATION

Transportation requests

301. Transportation requests will be prepared and issued in strict accordance with the Travel Instructions, Chap. I, Section 2. The Department and the accounting officers are caused a great deal of annoyance and excess correspondence by errors and irregularities in the manner of preparing requests.

302. Recruiting officers are directed to assure themselves that the supply of transportation requests is kept locked in the safe at all times, except when requests are actually being issued. Loss must be promptly reported in accordance with par. 1-12(2) of the Travel Instructions.

303. Blank transportation requests may be furnished for necessary official use by petty officers in charge of substations or traveling recruiting parties. Receipts for the requests should be taken from the petty officer, who should be instructed to use great care to protect them from loss or theft.

Transportation identification cards

304. Recruiting officers should issue Standard Form 1033, "U. S. Government Transportation Identification Card", to recruiters who issue and use Government transportation requests. The Bureau will be advised by letter when and to whom these cards are issued. When a card is canceled it should be forwarded to the Bureau with a letter of advice, in order that the Bureau's record of the card will be complete.

305. Transportation requests must not be signed in blank.

Pullman

306. Full information regarding issue of transportation requests for pullman accommodations and state rooms is contained in the Travel Instructions, Chap. III, Section 4.

Subsistence and transfers en route Applicants

307. Information regarding subsistence and transfers en route is contained in the Travel Instructions, Chap. III, Section 5.

308. Applicants who pass the preliminary examination at a substation may be given transportation from the substation to the main station for final examination by the recruiting and medical officers; if rejected at the main station they will be furnished return transportation.

Recruits

309. Recruits should be sent to training stations as soon as practicable after being sworn in. Whenever a reenlisted man is traveling by the same route as a draft of recruits, he should be placed in charge of the draft; otherwise one of the recruits must be placed in charge.

Receipts

310. When a draft of less than 15 men is transferred, each man will be furnished cash for necessary subsistence, carfare, and transfer of baggage, and receipt taken from each man on S. and A. Form 256, "Receipt for Transportation and Cash (for parties of less than 15)."

311. When a draft of 15 or more men is transferred, meal tickets and cash for carfare and transfer of baggage for the draft will be furnished the man in charge of the draft and his receipt taken on S. and A. Form 256a, "Receipt for Transportation, Meal Tickets, and Cash (for parties of 15 or more)".

312. Navy meal tickets (Form N.Nav.463 Rev.) will be issued for all drafts of 15 or more men. This ticket is to be issued on a railroad, steamship company, or specified restaurant. When routing is secured, the issuing officer will be advised the company on which to draw the meal ticket.

313. The transportation requests and also meal tickets if issued will be given to a petty officer attached to the recruiting station who must accompany the draft to railroad station or steamship wharf. The petty officer will exchange the transportation requests for the specified tickets. Requests covering pullman should be presented to ticket agents for insertion of the berth and car number on the back of the request. The request then becomes a pullman ticket and should be presented to the pullman conductor; see par. 1-14(9)(d) of the Travel Instructions. All tickets will be turned over to the man in charge of the draft, who will retain them in his possession. The petty officer from the recruiting station will give the man in charge of the draft all necessary information regarding the trip, including the time of departure of train or boat.

314. Men in charge of drafts destined to receiving ships or stations should be instructed that in the event any of the recruits are missing upon departure of train or boat they will notify the conductor or purser and procure memorandum statement from him to the effect that draft is short of original number for which tickets were obtained. This memorandum statement should be attached to the Transportation Report (Form N.Nav.91). Should any unauthorized persons attach themselves to the draft, the conductor or purser must be notified that they are not members of the draft.

315. Recruiting officers should caution travelers, particularly the men placed in charge of drafts, that their conduct en route must not give rise to criticism.

316. The Travel Instructions direct issuing officers to take advantage of tourist car accommodations whenever practicable. Recruiting officers are authorized to hold men overnight if necessary in order to secure tourist accommodations when a net saving of \$2.00 per man can be effected, taking into account the cost of lodging and subsistence while awaiting transfer.

317. Transportation of dependents is covered by Chap. IV of the Travel Instructions. Recruiting officers upon request in proper cases will furnish transportation including pullman if necessary for wives and dependent children of commissioned and warrant officers, chief petty officers, and petty officers first class, ordered to make a permanent change of station. As stated in par. 4-21 of the Travel Instructions, collection of any excess cost will be made by the Bureau of Supplies and Accounts by checkage of the personal pay accounts of the officer or man concerned, in accordance with the consent to checkage signed on the application for transportation of dependents (S. and A. Form 33).

Dependents

318. When a recruiting officer makes an advance to an escort for necessary transfer of remains in accordance with pars. 1-3 and 5-9 of the Travel Instructions, and receipt is turned in, the recruiting officer should prepare a public voucher covering the cost of transfer of the remains, charging the appropriation "Care of the Dead, Bureau of Medicine and Surgery" and attaching S. and A. Form 326 and the receipt as supporting vouchers. Transportation expenses of the escort are chargeable to appropriation "Pay, Subsistence, and Transportation, Navy", Subhead No. 1.

Remains

319. Sometimes Commandants of Naval Districts order enlisted men of the Naval Reserve to active duty for training or for duty in connection with training, transportation and subsistence en route to be furnished by a recruiting officer. The appropriation chargeable for such transportation and subsistence is Organizing the Naval Reserve, Subhead No. 2. Public vouchers covering the subsistence en route should be accompanied by certified copy of orders in each case as well as by receipts for the amounts advanced.

Reserves

320. Mileage or scrip books will not be purchased unless authority of the Bureau is obtained. See par. 1-17 of the Travel Instructions.

321. No obligations for cab service should be incurred except in an emergency which would not permit other means of transportation, and in no case should such travel be covered by a Government transportation request.

322. Regarding the use of bus and electric lines see the Travel Instructions, pars. 1-24 and 3-7. The Army, Navy and Marine Corps have a joint agreement with the railroads which does not prohibit the use of buses, electric lines, or any other lines not parties to the agreement. It is the general policy, however, to use the rail lines provided conditions are approximately equal in convenience and cost, as the railroads would be the main reliance of the Government in an emergency. It would be proper to use electric or bus lines to avoid holding applicants overnight, or when recruiters could cover greater territory by such use. Most of the bus companies have advised that they would accept Government transportation requests. If after considering the Bureau's policy a recruiting officer is in doubt, he should inform the Bureau the points between which it is desired to use bus or electric lines and request instructions.

Bus and electric lines

**S. and A.
Form 268**

323. Care should be taken to prepare S. and A. Form 268 (Schedule of Transportation Requests) in accordance with par. 1-19 of the Travel Instructions. This report should be forwarded at the close of business on the 15th and last day of each month. The white original should be mailed to the Bureau of Supplies and Accounts. One pink copy should be mailed to the Bureau of Navigation in an envelope containing no other papers. One pink copy should be mailed to the Chairman of the Passenger Association for the territory in which the recruiting station is located; the boundaries of the passenger association territories and the names and addresses of the association chairmen are shown in the current Joint Military Passenger Agreement.

**Appropriations
chargeable**

324. Appropriations chargeable invariably should be shown both on transportation requests and S. and A. Form 268. For information regarding appropriations chargeable for the various classes of travel see the summary at end of Chapter 10.

325. The monthly letter report described in par. 1-4 of the Travel Instructions showing value of transportation and traveling expenses paid by the recruiting officer not shown on S. and A. Form 268, should include any public voucher expenditures not shown on S. and A. Form 268 and not requested checked against accounts. The principal items will be carfare of recruiting personnel and advances of cash for subsistence en route to men traveling by privately-owned automobile.

CHAPTER IX

DESERTERS AND STRAGGLERS

NAVY

326. Matters of discipline, including the handling of deserters and stragglers, are covered by Part D, Chapter 8, Bureau of Navigation Manual. Recruiting officers should familiarize themselves particularly with pars. D-8003, D-8006 and D-8007, which contain instructions regarding the procedure to be followed when deserters and stragglers are delivered or surrender at recruiting stations and when other enlisted men of the Navy apply at recruiting stations for transportation to their proper stations.

327. Further instructions regarding transportation, payment of rewards, checkage of accounts, etc., are contained in pars. 3-11, 3-16(3) and 3-27 to 3-31 inclusive, U. S. Navy Travel Instructions, and art. 2136-48, S. and A. Manual.

328. No reward shall be paid to any United States marshal or deputy marshal for the apprehension or delivery of deserters or stragglers.

Rewards

329. A reward covers all expenses to the time of delivery.

330. In order to avoid any question by the General Accounting Office of the propriety of payment of rewards for stragglers because the reward has apparently lapsed, each case where doubt exists as to whether a declaration of reward is still in effect will be made the subject of a despatch to the Bureau prior to payment of reward. The Bureau should be furnished the man's name in full, service number, rate, and date of actual delivery.

331. Checkage should be requested for expenditures on account of deserters and stragglers for rewards; for cost of lodging and subsistence while held in confinement or at the station awaiting ascertainment of their status or awaiting transfer to a receiving ship or Naval station; and for cost of their personal transportation and subsistence en route. When an enlisted man reports at a recruiting station out of funds and is furnished subsistence and transportation, request for checkage should be made for the full amount involved.

Checkage of accounts

332. Requests for checkage should show the name and subhead of the appropriation which is to be credited.

333. Checkage of accounts of deserters or stragglers should not be requested for the transportation and subsistence en route of guards.

334. When a deserter, straggler, or a man on leave without funds, reports to a substation, the petty officer in charge will immediately report the case by despatch to the officer in charge of the main station, requesting instructions. The officer in charge, when satisfied as to the identity of the man, will issue instructions to the substation to furnish transportation to the nearest recruiting station or to the nearest Naval station in his discretion.

Substation procedure

335. A deserter or straggler should be given a letter showing that he surrendered ----- [Date], is now under Naval control and will continue so until ----- [Date to be set by the petty officer]. This may prevent the man from being arrested while en route to the main station. When a deserter or straggler is transferred from the main station to a receiving ship or station, a letter similar to the above should be furnished him by the recruiting officer.

336. Under no circumstances should the petty officer in charge of a substation accept a deserter or straggler who is delivered, where there is a possibility of reward being claimed. In all cases where the Bureau deals with individual cases, it requests the delivery officer to deliver his prisoner to a receiving ship or station, main recruiting station or a training station, and if a substation accepts a man in this status, it involves sending a man from the main recruiting station to take custody of the prisoner and perhaps traveling over the same ground in delivering him to a receiving ship or station or training station. The proper pro-

Time of
return

cedure in these cases is for the substation to instruct the delivery officer to deliver his prisoner to the main station; in the event that he flatly refuses to do this, the substation immediately should get in touch with the main station, giving all the facts and asking for instructions.

337. The time a deserter or straggler first reports to a substation is the time he is considered to have returned to Naval jurisdiction, provided he carries out his instructions without any undue delay. If an absentee reports at a substation and receives instructions from the petty officer in charge to return on a given date for his orders, but fails to return until a much later date than that stated, he would be considered returned to Naval jurisdiction as of the later date. The main station is required to show on Form N. Nav. 66 (Report of Return of Deserter) the actual time and date the man reported at the substation, and this date is accepted by the Bureau as the date of the man's return to Naval jurisdiction.

Public
-vouchers

338. Public vouchers covering expenses in connection with deserters, stragglers, or men on leave without funds, must contain notation of whom checkage of accounts was requested, unless, of course, the expenditure is one which is not to be checked. The recruiting officer should request the supply officer to whom S. and A. Form 63 is sent to inform him when the checkage has been accomplished. The accomplished request for checkage should be included with disbursing returns for the month concerned if received prior to the time the returns are submitted; otherwise, it should be forwarded to the General Accounting Office, Audit Division, as soon as received. If a supply officer fails to forward accomplished request for checkage within a reasonable length of time, a statement of the circumstances should be sent to the Paymaster General.

339. Items of statements of differences that are covered by accomplished request for checkage are not removed by the General Accounting Office until the checkage has been verified on the relating roll; therefore it should be understood that items may remain outstanding on statements for a time after accomplished requests for checkage have been furnished the General Accounting Office.

MARINES

340. As stated in par. 1-13 (1) of the Travel Instructions, whenever practicable transportation for enlisted men of the Navy should be furnished by Navy officers, and transportation for enlisted men of the Marine Corps by Marine Corp officers. In localities remote from any Marine Corps activity, however, it may be desirable in the interest of economy and administrative efficiency that Navy officers take the necessary action.

341. When a recruiting officer is informed that a Marine deserter or straggler is in custody, or when a Marine deserter or straggler surrenders or is delivered, the recruiting officer will immediately notify the Marine Corps, Washington, D. C., by despatch. The Marine Corps either will send a guard for the man or will issue appropriate instructions. The recruiting officer in each case will prepare Form N. Nav. 66 and send it to the Major General Commandant, U. S. Marine Corps. The report should always show the date and hour of return; the time of delivery or of notification that the man is being held is the hour of return.

342. When an enlisted man of the Marine Corps who is absent without leave from his station and is without funds to return thereto, or an enlisted man on furlough without funds, reports to a Navy recruiting station, the recruiting officer is authorized to furnish necessary transportation and subsistence for the return of the man to his proper station. The cost of transportation and subsistence thus furnished is a proper charge against the pay accounts of the man, and checkage should be requested; the cost of transportation checked should be the full commercial tariff fare.

343. When in accordance with the preceding paragraphs orders and transportation are furnished enlisted men of the Marine Corps, the following procedure will be followed. The transportation request will show the appropriation as "General Expenses, Marine Corps". On the back of the transportation request the notation "Bill Headquarters U. S. Marine Corps" will be made. If it is necessary to advance cash for sub-

sistence and transfers en route the covering public voucher will be drawn under the appropriation "General Expenses, Marine Corps". Request for checkage of cost of transportation and any other expenses will be sent to the commanding officer of the ship or station to which the man is transferred on Marine Corps Form N. M. C. 698, a supply of which is furnished main Navy recruiting stations in cities where there are no Marine recruiting stations. Form N. M. C. 698 will be prepared in quadruplicate, the original, duplicate and triplicate being signed by the officer requesting the checkage. The original and duplicate will be forwarded to the commanding officer of the Marine Corps post or station to which the man is returned, the triplicate forwarded to the Quartermaster, Marine Corps Headquarters, Washington, D. C., and the quadruplicate retained for file. The following information will be entered on the form, using the blank space thereon for such data as is not provided for by the printed wording:

- (1) Numbers of transportation requests issued.
- (2) Cost of transportation on each request.
- (3) Points from and to which each request applies.
- (4) Subsistence, number of meals, unit cost, and total amount.
- (5) Transfers, street car or bus fare, amount.
- (6) Date travel commenced.

344. The following items of expense will not be checked against the accounts of a Marine deserter, straggler, or enlisted man on furlough without funds: cost of subsistence furnished at the recruiting station while awaiting transfer; cost of medical examination; cost of telegraphing and telephoning in connection with the apprehension and return; cost of transportation, subsistence, and transfers en route furnished to guards.

345. Recruiting officers should not pay rewards or any bills for lodging and subsistence of Marines in custody. Proper payments are made by Marine Corps Headquarters. It should not be necessary for a recruiting officer to make any expenditure other than for subsistence and transfer en route.

CHAPTER X

DISBURSING AND ACCOUNTING INSTRUCTIONS

GENERAL

346. Each main station is furnished a copy of the U. S. Navy Regulations, U. S. Navy Travel Instructions, Bureau of Navigation Manual, Bureau of Supplies and Accounts Manual, and Bureau of Supplies and Accounts Memoranda (3 vols.). These must be kept strictly up to date, changes being made immediately upon their receipt.

347. When instructions regarding phases of disbursing and accounting are completely given in the above publications, they will not usually be repeated in these Instructions. Any special procedure required at recruiting stations, however, will be noted.

348. There should be no conflict between the instructions in the publications and the Instructions for Recruiting Officers. If it seems to a recruiting officer that there is a conflict, he should take the matter up with the Bureau. Usually the conflict will be found not actually to exist.

349. There are certain classes of payments which can be made only by the Bureau of Supplies and Accounts, and certain classes of claims are forwarded by the Department to the General Accounting Office for settlement. Recruiting officers should take care not to make an improper payment. If a disbursing situation arises which is not clearly covered by instructions, the Bureau's advice or an advance decision should be requested.

350. Familiarity with the pertinent chapters of the Bureau of Supplies and Accounts Manual is essential.

Responsibility of recruiting officer

351. Recruiting officers of course are responsible for the proper rendition of their accounts, and should exercise sufficient supervision over their preparation to insure that they are correct. This means that a general working knowledge of the instructions is necessary.

352. The recruiting officer should know what is going on, and under no circumstances should permit any juggling of accounts, vouchers, allotments or appropriations. He should make certain that funds are used for the purposes intended when authority for expenditure was granted, and that supplies, gasoline, tires, etc., are used only for the transaction of Government business.

353. There will be no "slush" funds of any kind. Legitimate expenses can be paid for legitimately. Others will not be paid for with Government funds.

CHECKS

354. An officer who receives orders to establish or assume command of a recruiting station with designation as a special disbursing officer should forward a copy of the orders with not less than two specimens of his signature, witnessed by a Navy disbursing officer or a Naval officer whose signature is known in the Treasurer's office, to the Treasurer of the United States, Treasury Department, via Bureau of Navigation, Recruiting Section, with request that he be furnished a disbursing symbol number for checks.

Blank checks

355. Only blank checks issued and supplied by the Secretary of the Treasury shall be used by disbursing officers in drawing checks on the Treasurer of the United States.

356. The first requisition for checks under a new symbol number shall specify serial numbering beginning with check number one; thereafter throughout the officer's entire service his requisitions will continue unbroken sequence of the serial numbers, even though numbered blank checks of that symbol may have been transferred or otherwise disposed of. Serial numbers should not be changed except when a duplicate check is issued in accordance with art. 2120-12, S. and A. Manual.

357. As about six weeks may be required before a regular check book can be printed and issued to a disbursing officer, it is essential that the requests for check books be made in ample time to allow

for printing. Attention should be given the number of blank checks on hand in order that requests may be submitted when necessary.

358. Requisitions for blank checks will be sent to the Division of Supply, Section of Printing and Binding, Treasury Department, on Treasury Form 1231, a duplicate (Form 1231A) being retained for the station record. Approximately six months supply, ending with a multiple of 100, should be requested; as "Numbered from 1 to 300". On the next requisition the numbers requested would be "301 to 600". In the blanks "In upper left corner" all that is necessary to enter is "Navy" on the first line and "Recruiting" on the second line. The blank "On date line" may be left vacant. The entry under "Under signature line" should be the signature, rank, and disbursing symbol number.

359. If no blank checks are received from predecessor, emergency checks numbered from 1 to 50 should be requisitioned, and requisition submitted at the same time for a regular check book numbered from 51 to 300.

360. Upon being permanently relieved from disbursing duty, the disbursing officer should send his unused checks to the Treasury Department, Division of Supply, Section of Printing and Binding, unless they will be required by his relief.

361. When one disbursing officer is succeeded by another, he shall immediately transfer all Government blank checks to his successor or return them to the original source of issue, unless ordered to other duty requiring the use of checks. When checks are transferred to successor, the latter's receipt, showing in detail the numbered checks so transferred, shall be taken and forwarded to the source of issue. Prior to the transfer the officer should strike out his symbol number from the checks. The successor will use the checks after inserting his own symbol number.

362. A disbursing officer transferring unused checks to another officer will furnish the Division of Supply with the following information:

- (a) Name of station.
- (b) Names of disbursing agents concerned.
- (c) Symbol number of each disbursing agent.
- (d) Serial numbers of checks transferred.

363. Transfer of blank checks should not be made more than once, as the symbol numbers should not be changed a second time.

364. No disbursing officer shall issue a check on the Treasurer of the United States until after he has ascertained his individual symbol number from the Treasurer of the United States, which symbol number shall be printed, stamped, or written in the lower right-hand corner of each check.

**Disbursing
symbol
number**

365. A record of every check issued shall be kept in ink on a record sheet (check stub), on which balances should be brought down at the close of business each day.

Check record

366. For the protection of all concerned, the greatest care should be exercised in the custody of blank checks. Checks should be kept under lock and key when not in use, and so far as possible should be kept locked in the disbursing officer's safe. They should be checked up from day to day in order that any abstractions may be promptly discovered and payment stopped on missing check numbers.

**Safeguarding
of checks**

367. In the event of loss or theft of blank checks the disbursing officer should notify the Treasurer of the United States immediately by despatch, giving the serial and symbol numbers of the checks.

368. Checks should not be dated later than the date of delivery or mailing to the payee. The Treasurer of the United States may decline to make payment of checks bearing dates later than the date of payment.

Dating

369. Every check drawn by a disbursing officer must be in favor of the person or persons, by name, to whom payment is to be made, and should be made payable to "order" with the exception of exchange for cash checks.

370. A disbursing officer may draw checks for "Exchange for Cash" to his own order to supply himself with funds for making necessary cash payments.

**Exchange for
cash checks**

371. The date, name, and place of station must be shown on each check.

Object for which drawn 372. The disbursing officer must state on the face of the check the object for which drawn.

Public voucher number 373. Disbursing officers should state on each check (except exchange for cash checks) the voucher number for which payment was made.

Statement of depositary account 374. A report showing the state of depositary account on the last day of the month followed by a list of all checks drawn during the month will be forwarded direct to the General Accounting Office, Check Section, Audit Division, Washington, D. C., on or before the 10th day of the following month. A copy of the report will be mailed to the Bureau of Supplies and Accounts with its copies of disbursing returns. When an officer ceases disbursing duty, the report will be forwarded within ten days of last disbursement. The report will be made in accordance with the instructions in art. 2178-3, S. and A. Manual, and in the form shown in that article. It will be noted that void, canceled and spoiled checks are to be attached to the report, and that if any checks were canceled for which credit as a disbursement was claimed there will be attached a report of checks canceled.

Post card report of check book balance 375. Report of check book balances will be forwarded monthly to the Treasurer of the United States on Treasury Form 5584, in accordance with art. 2178-5, S. and A. Manual.

Verification of Treasury statement of deposit account 376. When monthly statement of deposit account is received from the Treasurer of the United States, it should be compared with the recruiting officer's check record in accordance with art. 2120-17, S. and A. Manual. In case of discrepancy, the recruiting station records should be carefully checked for errors. If no errors are found, the Treasurer should be notified immediately of the discrepancy.

377. Any checks received will be deposited in the same form in which received, in accordance with art. 2119-4, S. and A. Memo.

References 378. References: Arts. 1764, 1766 and 1767, U. S. Navy Regulations; arts. 2120 and 2178 and Appendix "B", S. and A. Manual; arts. 2119, and 2121, S. and A. Memo.; Treasury Department Circulars Nos. 8 and 195.

FUNDS

379. Necessary funds will upon request be placed on deposit with the Treasurer of the United States from "General Account of Advances" to the credit of the disbursing officer.

Money requisitions 380. Upon the establishment of a recruiting station, a money requisition (S. and A. Form 15) for \$1500 should be mailed to the Bureau of Navigation. Requisitions will be forwarded thereafter from time to time as necessary.

381. In order that there may be no possibility of the station being without funds when there is a change in recruiting officers, the incoming officer may upon reporting at the recruiting station submit an emergency requisition for funds in such an amount as will meet the needs of the station during the period between the date of the detachment of the outgoing recruiting officer and the date notice is received by the new recruiting officer that Treasury balance has been transferred to his official credit. Such emergency requisitions should bear the following notation in the space allotted for showing balance:

"Emergency Requisition

"I will relieve Lieut. Commander _____ U.S.N., on or about _____, at which time it is estimated there will be a balance on hand, including Treasury balance and cash, amounting to _____".

382. Money requisitions must have the full name of the disbursing officer and his rank typewritten below signature. Initials are not sufficient. The disbursing symbol number must always appear on the requisition.

383. The figure for "Average monthly expenses" on money requisitions should be approximately the average for the preceding three months.

384. The amount requested should be approximately one month's supply, unless unusual requirements are anticipated, in which case the necessity for the larger amount should be clearly stated.

385. The spaces for approval on the money requisition form should be left vacant. These spaces are used by the Bureau of Navigation in approving the requisition.

386. Although close attention should be given to the Treasury balance in order that there will be no possibility of the station being without funds to meet current expenses, requisitions should not be forwarded greatly in advance of the time additional funds will be required. Amounts placed on deposit to the official credit of a disbursing officer are not available for any purpose except payment of his official checks, and unnecessary advances increase the interest burden of the Government. Funds can usually be placed to the credit of the disbursing officer within two weeks after requisition is submitted. Requisitions which reach the Bureau of Supplies and Accounts after the 25th of a month usually are not passed by the Treasury Department until the first of the following month.

387. IN NO CASE WILL THE TREASURY BALANCE BE OVERDRAWN.

388. When an officer has been authorized to transfer funds to his relief or other officer, the cash should be transferred direct to relief and the Treasury balance on deposit transferred by check drawn in favor of the relieving officer, with object for which drawn stated as "Transfer of funds". The transfer of funds check should be mailed to the Treasurer of the United States, Treasury Department, Washington, D. C.

389. When funds are transferred from one officer to another the receiving officer must state on the receipt given that he holds himself accountable to the United States for the sums received. The officer making the transfer shall state whether the funds transferred were in cash, i. e., currency, or by check; if by check, the date, number, and depository on whom drawn must be stated.

390. When a transfer is made, S. and A. Form 15 should be executed. If the transfer is by check, the form should be prepared in only the original and one copy, as the acknowledgement of receipt and the certificate of transfer are not required in that case. An officer receiving cash shall sign the acknowledgement of receipt therefor on the back of the original requisition; the officer who issues the cash will sign the certificate of transfer on the back of the most legible copy and will deliver the signed copy to the officer who receives the cash. The acknowledgement of receipt and the certificate of transfer must not be signed in duplicate or be signed on the same copy. Each of the officers concerned shall retain his part of the transfer receipt in his files.

391. If a reporting officer is transferred to other duty without a relief, as when a recruiting station is closed, unless instructions to the contrary are received he will deposit his official funds to the credit of the Treasurer of the United States in accordance with art. 2122, S. and A. Manual.

392. If a recruiting officer should have occasion to make a deposit in his own official checking account, Treasury Form 6599 should be used for the purpose.

393. Attention is called to the requirement of law and Navy Regulations that Government and private funds be kept absolutely separate and distinct. Government funds must not be carried in private bank accounts. Government cash must be kept in the cash drawer of the office safe at all times. Personal checks will not be cashed with Government cash on hand. Private funds will not be kept in the cash drawer.

394. References: Arts. 1750, 1751, 1754 and 1764-1768, U. S. Navy Regulations; arts. 2116-2122 and Appendix "B", S. and A. Manual.

CASH

395. Request should be submitted by the disbursing officer to the Secretary of the Treasury, via Bureau of Navigation, Recruiting Sec-

Time of submission

Overdrafts

Transfer of funds

Separation of Government and private funds

References

Authority to carry

tion, for authority to keep cash on hand at his own risk. The amount of cash considered necessary should be stated, and the necessity briefly explained.

**Quarterly
report of
cash on hand**

396. Promptly at the end of each quarter, a report showing the amount of cash on hand should be sent to the Secretary of the Treasury, via the Bureau of Supplies and Accounts. The report should of course be placed in an envelope addressed to the Bureau of Supplies and Accounts.

Cash book

397. The amount of cash on hand at any time should not exceed the amount authorized by the Secretary of the Treasury.

398. Each officer disbursing public funds is required to keep a general cash book, which is the book of record of transactions involving public funds and which forms the basis for the preparation of fiscal returns. Recruiting officers will use S. and A. Form 245, Cash Book (Ashore). It must be kept up to date at all times. In the cash book are entered all receipts, transfers, and expenditures of funds in such form as will permit of a ready balance. Entries will be made in accordance with the detailed instructions in art. 2153, S. and A. Manual.

**Payment by
Government
check
Safeguarding
of cash**

399. No changes should be made in the printed headings of the columns of the cash book. The cash book is not intended to serve as a record of charges to the various appropriations or as a record of anything not designated by the column headings. Any memorandum records which are considered necessary should be maintained separately.

400. Payments should be made by Government check whenever practicable. The amount of cash kept on hand should be only the amount necessary to make proper cash disbursements, and should be carefully guarded. In almost every case where funds have been lost or stolen at recruiting stations, carelessness on the part of the officer in charge in the handling of cash has been responsible. The care given to the safeguarding of Government funds should not be less than that exercised to protect private funds.

401. The certification of cash on hand on the reverse of the account current should be signed by an officer other than the disbursing officer, and by two officers if practicable. This certification should not be a perfunctory affair but should be made only after the cash has actually been counted by the signing officer.

402. References: arts. 2115, 2118, 2121 and 2122, S. and A. Manual; Treasury Circular No. 195.

ALLOTMENTS

**Allotments
not authority
for expendi-
tures**

403. The Bureau of Navigation informs each station the amount of its monthly allotment under appropriation Pay, Subsistence, and Transportation, Navy, Subhead No. 4, for payment of expenses not provided for in other appropriations, and at the beginning of each year sets a maximum for expenses of Government-owned motor vehicles. Letters making allotments or allowances do not constitute authority for any particular expenditure, and should not be referred to as authority on public vouchers.

**Monthly re-
port of status
of allotments**

404. At the end of each month a report of status of allotment will be submitted to the Bureau. This report should show under Credits the monthly allotment, balance of monthly allotment unexpended during preceeding months in the same quarter, and any special allotments authorized under the recruiting appropriation (Pay, Subsistence, and Transportation, Navy, Subhead No. 4). Under debits should be shown the total charge to each allotment, as taken from public vouchers, and total cost of supplies received from or charges made by Navy Yards or other Government activities which have been or will ultimately be charged to the recruiting appropriation. If the charges pertain to different allotments, separate entry will be made for each allotment.

405. If unexpended balances of allotments remain at the end of the month, such balances should be shown under Debits as "Unexpended balance monthly allotment", "Unexpended balance special allotment". In listing special allotments, date and file number of the Bureau's letter making the allotment should be given. The total debits and total credits must of course coincide. A sample of the report follows:

	Dr.	Cr.
Monthly allotment for September 1932		\$150.00
Unexpended balance monthly allotment, forwarded from August		24.63
Special allotment (A) Nav-620-GW L4-3(262) 26 Aug. 1932		50.00
Special allotment (B) Nav-620-GW L4-3(268) 21 Sept. 1932		91.60
Public voucher expenditure (monthly allotment)	\$123.21	
Public voucher expenditure (special allotment A)	47.35	
Charges by outside activities (monthly allotment)	24.82	
Charges by outside activities (special allotment B)	91.60	
Unexpended balance monthly allotment	26.60	
Unexpended balance special allotment A	2.65	
	<hr/> \$316.23	<hr/> \$316.23

406. "Synopsis of charges to monthly allotment" will be prepared on the form supplied by the Navy Recruiting Bureau. The entry in the space for "Total" must be the total amount charged to the monthly allotment as shown on the report of status of allotment. All truck expenses should be entered under the heading Trucks. Under Repairs should be entered expenditures for repairs to permanent equipment, except trucks. Publicity and Advertising should include upkeep of signboards, posting expenses, cost of exhibits, etc. When there is a question as to the proper classification of expenditures on the Synopsis, the Bureau's advice may be requested. It is necessary to make entries on the Synopsis only for the month covered by the report, but the entry in the space for unexpended balance should be the total unexpended balance of the monthly allotment at the end of the month. The entry in the space for monthly allotment should be the regular monthly allotment of the station.

Synopsis of charges to monthly allotment

407. Special allotments and charges thereto will not be shown on the Synopsis, which is concerned only with the monthly allotment.

408. The above reports should be accompanied by an itemized type-written list of supplies and services received from Navy Yards or other Government activities except the Navy Recruiting Bureau, with the cost of each item, and any other charges made by outside activities to the recruiting appropriation on account of the recruiting station. If no supplies are received or charges made during the month, a statement to that effect on the report of status of allotment will answer the requirements of this paragraph. In the absence of a special allotment made to the recruiting station, charges by outside activities are charges to the regular monthly allotment. As a supplement to the report, there should be shown charges by outside activities to appropriations other than the recruiting appropriation, and supplies received for which no charge was made. The report should not include any supplies or services paid on public voucher by the recruiting officer; it need not include any material received from the Navy Recruiting Bureau; it need not include the items listed (1) to (8) on the report of cost per enlistment, nor drugs and supplies received from medical supply depots.

Monthly report of charges by outside activities

409. The unexpended balance of an allotment remaining at the end of any month in a quarter may be carried over to a succeeding month in that quarter.

Unexpended balances of allotments

410. The unexpended balance of monthly allotment remaining at the end of a quarter can not be brought forward to a month in a succeeding quarter, except that an unexpended balance remaining at the end of a fiscal year may be used to cover obligations incurred prior to the close of that fiscal year.

411. Unexpended balances of special allotments may be carried over to a succeeding quarter of the same fiscal year.

**Allotment
not to be ex-
ceeded with-
out authority**

412. The monthly allotment will not be exceeded unless authority has been obtained from the Bureau.

413. Special allotment may be requested to cover cost of supplies and services when the regular monthly allotment is insufficient to cover.

REPORT OF COST PER ENLISTMENT

414. Report of cost per enlistment will be submitted monthly on the form supplied by the Navy Recruiting Bureau.

415. For heading (a), Recruiting, should be entered a figure which is the sum of the recruiting station's public voucher expenditure against appropriation Pay, Subsistence, and Transportation, Navy, Subhead No. 4, and charges made by other Government activities on account of the station which are chargeable to that appropriation.

416. In arriving at the figure for heading (b), Transportation, the cost to the Navy Department of transportation, rather than the commercial fare, should be used. The Navy military rate for troops is the commercial fare, less any land grant deductions. For example, if the commercial fare is \$10.00 and the land grant deductions \$4.00, the military fare is \$6.00. Under the Military Agreements, a further reduction of 3% is made, so that in the above case the net cost to the Navy is \$6.00 less 18 cents, or \$5.82. Land grant deductions apply also to railroad surcharges on pullman fares, but as these deductions are comparatively small, commercial pullman fares may be used. For applicant's travel the rate under the Military Agreements is 5% less than the commercial fare. No land grant deductions apply on applicant travel as this is not "troop transportation".

417. The Bureau occasionally issues tables of cost to the Navy Department of transportation from recruiting stations to certain training stations and receiving ships. If a station habitually transfers recruits or reenlisted men to training station and receiving ship where the cost is not known, the military fare may be requested of the Bureau and used in preparing S. and A. Form 268.

418. The figure for heading (b) should be the total transportation cost for the month under Pay, Subsistence, and Transportation, Navy, Subhead No. 1, which is pertinent to the cost per enlistment. To obtain this figure, the first step is to total the estimated cost of transportation requests (railroad and pullman fare) chargeable to Subhead No. 1 as shown on S. and A. Form 268. From this figure should be deducted cost of transportation requests issued for guards, deserters, stragglers, men on leave without funds, and recruiting personnel transferred. Next should be added expenditures on public vouchers charged to Pay, Subsistence, and Transportation, Navy, Subhead No. 1, with the exception of payments made on account of guards, deserters, stragglers, men on leave without funds, and recruiting personnel transferred. Lastly, there should be added the cost of travel at three cents a mile performed under orders by privately owned-automobile:

(1) by recruits or men reenlisted who are authorized to travel by privately-owned automobile;

(2) by recruiters traveling in the district in connection with recruiting purposes under orders authorizing travel by privately-owned automobile.

The result will be the correct figure for heading (b).

419. Officer's travel is not included in heading (b) as it is chargeable not to Subhead No. 1 but to Subhead No. 5 of the appropriation. Transportation of dependents, Reservists and Marines is not included in any heading.

420. The figure for heading (c), all appropriations, should be heading (a); plus heading (b); plus public voucher charges to other appropriations which are pertinent to the cost per enlistment; plus telephone, telegraph, and freight and express bills, which are not paid by the recruiting officer but are a part of the cost per enlistment; plus cost of officer's travel inspecting substations; plus the amount of public vouchers drawn under the appropriation "Medical Department" forwarded to the Bureau of Medicine and Surgery.

421. The figures in the second money column of the report will be obtained by dividing the total expenditures shown for each heading by the total number of enlistments (including reenlistments) made during the month.

422. For the Bureau's information, the following data will be shown in the lower left corner of the report:

- (1) Transportation requests.
- (2) Estimated cost travel recruits private automobile.
- (3) Amount reimbursed recruiters for travel private automobile.
- (4) Medical Department.
- (5) Telephone bill.
- (6) Telegraph bill.
- (7) Freight and express bills.
- (8) Officer's travel.

423. The above eight items are charges which are not covered by public vouchers of the recruiting station, the payments being made elsewhere.

424. Items (1), (2) and (3) are included in heading (b) of the report of cost per enlistment, as the appropriation chargeable is Pay, Subsistence, and Transportation, Navy, Subhead No. 1. Items (4) to (8) inclusive are included only in heading (c).

425. The Bureau desires that a definite figure be shown for each of the eight items. If there was no charge during the month, the entry 0 should be made.

426. Some stations attach to the report of cost per enlistment a work sheet showing briefly how the computations were made. When this is done, the items (1) to (8) may appear on the work sheet and need not be repeated on the face of the report.

427. The figure for item (4) should be the amount of public vouchers drawn under the appropriation "Medical Department, Bureau of Medicine and Surgery" and forwarded to the Bureau of Medicine and Surgery for approval and payment.

428. The figure for item (7) should be the estimated cost of freight, express, and drayage paid for by the Bureau of Supplies and Accounts, both on incoming and outgoing shipments, with the exception of shipments received from the Navy Recruiting Bureau, which furnishes the Bureau the estimated cost of the shipments, and with the exception of shipments made to other recruiting districts when the cost will be reported by the receiving activity.

429. The figure for item (8) should be the total cost to the Government of travel performed by the recruiting and medical officers within the district for recruiting purposes. If the travel is performed by common carrier, the figure should include the estimated cost of transportation requests used, any reimbursement for expenses incident to travel, and per diem allowance in lieu of subsistence. If the travel is performed by the officer's own automobile, the figure should include per diem allowance in lieu of subsistence, any reimbursement for expenses incident to travel, and the amount reimbursed according to paragraph 290.

430. Occasionally a main station will make a payment for or on account of another main station. In such cases the station making the payment will advise the recruiting officer concerned in order that he may include the amount in his report of cost per enlistment.

MOTOR VEHICLES

431. Government-owned motor vehicles will be used for official purposes only.

432. The circumstances under which travel under orders may be performed by privately-owned automobile and travel claims submitted have been discussed in the chapter on Travel and Transportation. No other allowances are made for privately-owned vehicles, which are not supposed to be used for official business except in the above circumstances. Privately-owned vehicles are not to be considered to have a semi-official status, and license plates, Government tags, etc., should not be requested.

**Privately
owned
machines**

- License tags, etc.** 433. It is not necessary to procure State or municipal license or identification tags for Government-owned vehicles and the use of public funds for their procurement is unauthorized. If for their own convenience, local officials are willing to grant a license and furnish suitable identification tags or plates without charge, they should be accepted and placed in use on the vehicle for which issued together with any plates furnished by the Government.
- Marking on motor vehicles** 434. Motor vehicles will be marked conspicuously with the letters U S N and the letters and words U. S. Navy followed by registration number assigned by Bureau of Yards and Docks, in accordance with the detailed instructions in Bureau of Yards and Docks letter N33 26 March 1929 to recruiting stations and other activities.
- Local traffic regulations** 435. Care should be taken to observe regulations as to speed, rules of the road, etc. Men detailed as drivers will acquaint themselves with such regulations.
- Reports of accident** 436. Drivers of Government-owned motor vehicles should be advised that failure to make immediate report on Standard Form 26 of accidents involving injury to persons or damage to property, however slight, will result in disciplinary action. This standard form should be in the possession of drivers whenever they are on duty.
437. Following an accident and investigation, Standard Forms 26 and 27 should be forwarded promptly to the Judge Advocate General, with a copy to the Bureau of Navigation.
438. Standard Form 28 should not be furnished unless and until a claim for damages has been made.
- Allotments and allowances** 439. At the beginning of each fiscal year the Bureau makes a monthly allotment for motorcycle expense and an allowance (chargeable to the regular allotment of the station) for truck expense. (See paragraph 403).
- Repairs** 440. Minor truck and motorcycle repairs may be obtained under the applicable sundry purchase requisition. Major repair jobs, costing \$50 or over, should be covered by a specific requisition.
- Dealers' bills** 441. Dealers given orders to effect repairs or furnish parts for motor vehicles should be requested to show the type of vehicle on their bills, and should be instructed not to place items on the Government bill except by proper authority. Recruiting officers should carefully examine bills received in order to insure that all items pertain to Government-owned vehicles and were properly authorized.
442. Public vouchers covering supplies and services for Government-owned vehicles should show the type of vehicle.
- Manufacturers' discounts** 443. A number of manufacturers of motor vehicles allow departments and establishments of the Federal Government a discount from their regular list price on parts or repairs for vehicles of their trade name or make. Such discounts are available under a variety of conditions and circumstances; recruiting officers should ascertain what discounts, if any, can be obtained.
- Purchases from Post Office Department** 444. The recruiting officer should consult with the local Postmaster regarding the possibility of obtaining supplies and services from the Post Office Department for Government-owned motor vehicles. Arrangement should be made for repairs and storage and for the purchase of gasoline and oil from the Post Office Department, if, as would usually be the case, the arrangement is advantageous to the Federal Government and without detriment to the Post Office Department.
445. Recruiting stations make payments for supplies and services they receive from the Post Office Department, in accordance with art. 2130-1(b)(3), S. and A. Manual.
- Post Office Department Regulations** 446. "Rules and Regulations for Accounting", issued by the Division of Motor Vehicles Service, Post Office Department, contains the following (Section 271):
- "Standard Forms 1034, 1034-A, 1035, and 1035-A, Public Voucher for Purchases and Services other than Personal. These forms shall be used in billing other departments and establishments of the Government for all material or service furnished such departments or establishments. These bills will be prepared in quintuplicate and handled

in the following manner: The original and first copy to be made on Form 1034 and the three remaining copies on Memorandum Form 1034-A (Forms 1035 and 1035-A to be used as follow sheets when more than one sheet is required). The first and second copy, one each of 1034 and 1034-A, should be sent promptly on the first of the month to the officer for whom the service was performed or to whom the materials were furnished. The original (1034) and fifth copy (1034-A) should be forwarded to the division of motor vehicles service in support of the entry on line 2 of the balance sheet for the month covered by the bill, and the fourth copy retained for the files of the chief of records. The name of the billing office and the date of bill should be shown on the line at the top of the Voucher. The name of the paying department, bureau, or establishment should be shown on the second line. The name of the appropriation shall not be indicated unless this information has been previously furnished and a request made that it be included in the preparation of the bill. The payee should be shown as the Post Office Department, address Fourth Assistant Postmaster General, Division of Motor Vehicle Service, Washington, D. C. The bill number may be entered in the space provided for payee's account number. On the line in the certificate for the payee's signature should be typed 'Post Office Department', and following the word 'Title' should also be typed 'Fourth Assistant P. M. G.' leaving space between the words 'Title' and 'Fourth' to permit inserting the word 'Acting' should this subsequently be necessary, and in the space at the left immediately below provided for 'Additional statements' should appear the certificate of postmaster that the bill is correct and just and payment therefore has not been received".

447. The above procedure should be followed.

448. The Postmaster should be furnished the appropriation number and name with request that it be included in the preparation of the public voucher. When the first and second copies are received from the Postmaster, no action should be taken upon them other than to note that they are correct. The original will be sent to the recruiting officer by the Post Office Department in Washington signed in the space for payee's signature, and payment should be made, immediately upon its receipt, by Government check drawn in favor of the Post Office Department. The check should be mailed to the Fourth Assistant Postmaster General, Division of Motor Vehicle Service, Washington, D. C.

**Method of
making pay-
ment**

449. The first copy of the public voucher should be retained in the station files. The second copy (Standard Form 1034a) should be mailed at the end of the month to the Bureau of Supplies and Accounts with its copies of disbursing returns.

450. It will be noted that the system makes it unnecessary for the recruiting officer to prepare the public voucher, this having been done by the Postmaster. At the time of payment, of course, appropriate additional entries should be made in the spaces for "D.O.Vou.No.", "PAID BY", "Req. No." and "Date", "Accounting Classification", signature and title of recruiting officer, "Check No.", date and amount of check.

**Public
voucher data**

451. If a difference of opinion arises between the Postmaster and the recruiting officer in connection with interpretation of the instructions, the Bureau's advice should be requested.

452. Some recruiting stations purchase all of their gasoline and oil from the Post Office Department, but others are unable to do so. As a general rule, purchases other than from the Post Office Department should be under contract. This will avoid making purchases in a form leading to difficulties in exempting payment of State and municipal taxes.

Contracts

453. Contracts should contain the specific statement that the price to be paid includes no State or municipal tax.

**State and mu-
nicipal taxes**

454. When it is necessary to make purchases of gasoline and oil not under contract, the procedure described in art. 1086-25(b), S. and A. Memo., will be followed. Personnel should be carefully instructed regarding the proper use of Standard Forms 44, 45 and 1066. When purchases are made inclusive of State tax, the claim for reimbursement should not be paid by the recruiting officer but should be forwarded to the Bureau of Supplies and Accounts in accordance with art. 1086-25(b),

S. and A. Memo. In such cases the amount involved (exclusive of tax) should be included in the report of charges by outside activities for the month concerned.

Federal tax

455. The Federal tax imposed by the Revenue Act of 1932 is applicable to gasoline and lubricating oil sold to the United States. Invitations for bids should contain the following clause: "Prices bid herein include any Federal tax applicable to the material on this bid".

Procurement of tires and tubes

456. Well in advance of the beginning of each quarter the Bureau of Supplies and Accounts sends out quarterly order blanks for tires and tubes. Recruiting stations enter their requirements on these forms, and mail them in duplicate to the Bureau of Supplies and Accounts on or before the date specified in the letter of instructions accompanying the blank forms. Care should be taken to comply with all of the instructions regarding method of showing sizes, etc. When the quarterly order blank is used, no further request or requisition for casings and tubes is necessary.

457. Every effort will be made to include in the quarterly estimate for definite quantity order all tires and tubes that will be required during the quarter, as orders placed under the additional quantity clause of contracts are at an increased cost with transportation at Government expense. On the other hand, recruiting officers should not order tires and tubes when there is only a remote possibility that they will be needed during the quarter concerned. If it should become necessary to order tires and tubes in advance of the time they could be obtained by use of the order blank in the regular manner, requisition should be submitted.

Payments by S. and A.

458. Payment for tires and tubes is made by the Bureau of Supplies and Accounts, not by the recruiting station.

459. Deliveries usually are made early in the first month of the quarter covered by the order blank.

Notation of appropriation chargeable

460. Cost of tires and tubes for Government-owned motor trucks is chargeable to appropriation Pay, Subsistence, and Transportation, Navy, Subhead No. 4; for motorcycles to appropriation Maintenance, Bureau of Yards and Docks. In order to lessen the possibility of payment being made by S. and A. as a charge to an incorrect appropriation, recruiting officers should make notation of the proper appropriation chargeable when invoices are received.

Surveys

461. Surveys of motor vehicles should be forwarded by letter to the Bureau of Yards and Docks via the Bureau of Navigation. If it is desirable that the vehicle be replaced the recruiting officer should state his preference as to capacity and type of body. When the recommendation on a survey is replacement it is not necessary that the recruiting officer prepare requisition, obtain allotment, or secure bids. Requisitions are prepared by the Bureau of Yards and Docks, or by Commandants of Naval Districts at the direction of that Bureau. Purchases and payments are made by the Bureau of Supplies and Accounts or by supply officers of Naval Districts, not by recruiting officers.

Replacement.

462. No transfer or sale of motor vehicles will be made except upon receipt of proper authority.

Report of receipt or disposition.

463. Whenever a vehicle is received, transferred or sold, the Bureau of Navigation will be notified immediately by letter in triplicate showing date of receipt, transfer or sale, origin or destination of the shipment, make, model, and motor and USN numbers, if any. One copy of N.Y.D. Form 132 properly executed will be mailed to the Bureau of Yards and Docks for each used vehicle received and one copy for each used vehicle transferred; when a new machine is ordered for a recruiting station, the Bureau of Yards and Docks will furnish a different form to be executed upon receipt.

Monthly report of motor vehicles.

464. At the end of each month a report of motor vehicles will be forwarded to the Bureau in the following form:

- (a) Type (truck, passenger-carrying car, or motorcycle).
- (b) Make and model (year).
- (c) Motor, chassis and U S N number.
- (d) Mileage covered during month.
- (e) Cost of garage rental.

(f) Cost of repairs and renewals.

(g) Cost of oil, gasoline and grease.

465. If any expenditures were made for ferrriage or tolls, the amount should be entered as an additional item (h). Cost of anti-freeze mixtures should be included in item (g). Charges by outside activities, such as cost of tires and tubes payable by the Bureau of Supplies and Accounts, will be included in the report. Obligations payable by the recruiting station should not be included; for example, if the September gasoline bill is paid in October, the amount should appear in the October report.

466. On 30 June and 31 December of each year, report on each truck and each motorcycle will be made to the Bureau of Yards and Docks on N.Y.D. Form 124, "Report on Service of Automobiles and Motor Trucks". A carbon copy will be mailed to the Bureau of Navigation, Recruiting Section.

**Semi-annual
report on
service.**

SUBSISTENCE

467. Recruiting officers are directed to study the instructions regarding subsistence in Bureau of Navigation Manual, pars. D-10101 to D-10108 inclusive.

468. On the same day that a man reports for duty, requests for authority to pay him allowance in lieu of quarters and subsistence in kind will be forwarded in triplicate to the Bureau of Navigation in accordance with par. D-10105 of the Manual.

Authorities.

469. A certified copy of the Bureau's authority will be attached to the first public voucher which covers payment of subsistence allowance to the man concerned and reference made to it on subsequent public vouchers with notation "Certified copy attached to Public Voucher-----month of-----, 19--".

470. Payments of allowances must be made strictly in accordance with the tables (including Notes) shown in pars. D-10102 and D-10103 of the Manual. These are the rates established by Executive Order in accordance with the authority given the President by law.

Payments.

471. Subsistence and quarters are separate allowances, and should not be confused. In paying subsistence allowance for a day, part may be station and part may be travel allowance; but for quarters either the full station allowance or the full travel allowance is payable. The amount payable is dependent upon the facts in the case as to time spent in travel status or detention.

472. A certified copy of the travel orders described in paragraph 295 should be attached to a public voucher covering travel status quarters and subsistence allowances, together with a statement signed by the traveler showing times of departure and arrival for points visited. The times of arrival and departures should be carefully noted in order that overpayment of the allowances will not be made.

473. A decision of the Comptroller General (A-41078 dated 4 March 1932) holds that the right to the subsistence allowances accrues from lapse of time only, the actual expense incurred or the number of meals taken being immaterial. The travel status subsistence allowance should be paid on the basis of the number of hours of absence from regular station in a travel status.

474. In a previous decision (A-18027 dated 30 August 1927) the Comptroller General ruled as follows:

"What are the allowances for travel for a fractional part of a day, when a man departs from his station in the morning and returns in the evening of the same day, no allowances in kind being furnished either at the station or while in a travel status.

"In determining the allowance for quarters a fractional part of a day is computed as a whole day. Under the circumstances stated the man is in receipt of quarters allowance at his station. The allowance for quarters as in a travel status is therefore not authorized.

"In computing the subsistence allowance, the man is entitled to the allowance therefor under Table I according to the number of hours at his station, and under Table II, as in travel status, according to the

number of hours he was absent except for short absences between usual meal hours. See decision of August 7, 1925, A-10084. For example, where a man departs from his station at 8 a.m. and returns at 10 p.m., thus being at his station 10 hours and absent 14, he would be entitled under Table I for quarters for one day and for subsistence one-third of a day, and under Table II for subsistence two-thirds of a day.

"What is the basis for computing the allowance for the day of departure from a station on the first day of a journey, and for the day of arrival at station on the completion of a journey, no allowances being furnished either at the station or while in a travel status.

"The subsistence allowance should be computed in accordance with the number of hours the man is in a travel and in a non-travel status as stated under the preceding question, except where the departure from the station is after 6 o'clock p.m., the full station subsistence allowance is payable as provided in the Executive Order.

"As to the quarters allowance, Note 2 under Table I provides:

'In determining the allowance for quarters a fractional part of a day will be computed as a whole day, the day to begin at midnight'.

"Note 2 under Table II provides the same, and in addition:

'No allowance will be paid for the first day of a journey which begins after six o'clock p.m.'

"The Executive Order is silent on this question, except as to the provision that no quarters allowance as in a travel status will be paid for the first day of a journey which begins after six o'clock p.m.

"Under the circumstances, and in the absence of a more specific regulation on the subject, it is concluded that for the first day of a journey, if the departure is prior to six o'clock p.m., the travel quarters allowance may be allowed, and if the departing is after 6 o'clock p.m., no allowance may be made, as provided in the order. For the day of arrival at station, the station allowance for quarters may be allowed".

475. In the above decision the Comptroller General holds that when a change is made from an actual travel to a detention status and from a detention to an actual travel status, no allowances in kind being furnished, the day of the change will be considered a day of actual travel.

Example.

476. A fictitious report of travel performed and a detailed computation of quarters and subsistence allowance payable are given on the following page.

TRAVELING RECRUITER'S REPORT

Place Florence, S. C

REPORT OF TRAVEL PERFORMED IN TERRITORY ASSIGNED

Name John Doe

Date 31 March 1932

For period from 16 March 1932

to 31 March 1932

DATE	TIME A.M. or P.M.	LEFT Name of Town	ARRIVED Name of Town	TIME A.M. or P.M.
3-16-32	8.00 AM	Florence, SC	Georgetown, SC	11.00 AM
3-17-32	4.00 PM	Georgetown, SC	Florence, SC	7.25 PM
3-19-32	9.00 AM	Florence, SC	Kingstree, SC	10.00 AM
3-19-32	11.00 AM	Kingstree, SC	Florence, SC	12.00 Noon
3-19-32	2.30 PM	Florence, SC	Sumter, SC	4.30 PM
3-19-32	8.00 PM	Sumter, SC	Florence, SC	10.00 PM
3-20-32	10.00 AM	Florence, SC	Camden, SC	2.00 PM
3-21-32	5.00 PM	Camden, SC	Crabtree, SC	7.00 PM
3-22-32	9.30 AM	Crabtree, SC	Florence, SC	12.00 Noon
3-26-32	2.00 PM	Florence, SC	Manning, SC	4.30 PM
3-27-32	10.00 AM	Manning, SC	Florence, SC	12.30 PM

3-18-23-24-25-28-29-30-31 at Florence, S. C.

John Doe

Signature of Recruiter
C.W.T., U.S.N.

Computation of Subsistence and Quarters Allowances

March 16, 1932

Left regular station at 8 a.m. At station 8 hours;
in travel status 16 hours.**Subsistence allowance payable**Travel allowance 2/3 of 1 day (because in travel
status as many as 12 but less than 18 hours; see
Note 1 of Table II)

= 2/3 of \$2.25 = \$ 1.50

Station allowance 1/3 of 1 day = 1/3 of \$1.20 = .40

\$ 1.90**Quarters allowance payable**Travel allowance (travel quarters allowance is pay-
able for the first day of a journey if the departure
is prior to 6 p.m. and the journey is not terminated
by return to regular station the same day; see
Comptroller General's letter A-18027 dated 30
August 1927, quoted in recruiting circular letter
Nav-620-VG P14-4/A2-11(52) 23 September 1927)\$ 1.50

Total subs. and qts. allowance for 16 March \$ 3.40

March 17

Return to regular station at 7:25 p.m. In travel
status 19 25/60 hours; at station 4 35/60 hours.**Subsistence allowance payable**

1 day travel allowance (because in travel status

more than 18 hours; see Note 1 of Table II)	\$ 2.25	
Quarters allowance payable		
Station allowance (see above named recruiting circular letter, especially the following; "For the day of arrival at station, the station allowance for quarters may be allowed")	.75	
Total subs. and qts. allowance for 17 March		\$ 3.00
March 18		
At regular station all day		
Station subsistence allowance payable	\$ 1.20	
Station quarters allowance payable	.75	
Total for 18 March		\$ 1.95
March 19		
Left regular station at 9:00 a.m., returned 12 m.; left regular station 2:30 p.m., returned 10 p.m. At station 13½ hours; in travel status 10½ hours.		
Subsistence allowance payable		
Travel allowance 1/3 of 1 day (less than 12 hours in travel status = 1/3 of \$2.25 =	\$.75	
Station allowance 2/3 of 1 day = 2/3 of \$1.20 =	.80	
	\$ 1.55	
Quarters allowance payable		
Station allowance	\$.75	
Total subs. and qts. allowance for 19 March		\$ 2.30
March 20		
Left regular station at 10:00 a.m. At station 10 hours; in travel status 14 hours.		
Subsistence allowance payable		
Travel allowance 2/3 of 1 day	\$ 1.50	
Station allowance 1/3 of 1 day	.40	
	\$ 1.90	
Travel quarters allowance	\$ 1.50	
Total subs. and qts. allowance for 20 March		\$ 3.40
March 21		
In travel status all day		
Travel subsistence allowance payable	\$ 2.25	
Travel quarters allowance payable	1.50	
Total subs. and qts. allowance for 21 March		\$3.75
March 22		
Returned to regular station at 12 m. In travel status 12 hours; at station 12 hours.		
Subsistence allowance payable		
Travel allowance 2/3 of 1 day (12 hours in travel status; see Note 1 of Table II.)	\$ 1.50	
Station allowance 1/3 of 1 day	.40	
	\$ 1.90	
Station quarters allowance	.75	
Total subs. and qts. allowance for 22 March		\$ 2.65
March 23		
At station all day		\$ 1.95
March 24		
At station all day		\$ 1.95
March 25		
At station all day		\$ 1.95
March 26		
Left station 2:00 p.m. At station 14 hours; in travel status 10 hours.		
Subsistence allowance payable		

Travel allowance 1/3 of 1 day	\$.75	
Station allowance 2/3 of 1 day	\$.80	
	<u>\$ 1.55</u>	
Travel quarters allowance	\$ 1.50	
Total subs. and qts. allowance for 26 March		\$ 3.05
March 27		
Returned to station 12:30 p.m. In travel status 12½ hours; at station 11½ hours.		
Subsistence allowance payable		
Travel allowance 2/3 of 1 day	\$ 1.50	
Station allowance 1/3 of 1 day	<u>.40</u>	
	<u>\$ 1.90</u>	
Station quarters allowance	\$.75	
Total subs. and qts. allowance for 27 March		\$ 2.65
March 28		
At station all day		\$ 1.95
March 29		
At station all day		\$ 1.95
March 30		
At station all day		\$ 1.95
March 31		
At station all day		<u>\$ 1.95</u>
Total amount payable for 16-31 March		<u>\$39.80</u>

477. The Bureau will expect recruiting officers to scrutinize travel reports carefully and to safeguard the interests of the Government in this connection. Unnecessary travel, of course, will not be countenanced. Recruiting officers should not make extra subsistence payments when there is indication that the hours of starting and terminating travel were arranged with a view to obtaining additional allowances or when the time spent in travel status is not reasonable for the distance covered and the duty performed. Abnormalities should be made the subject of investigation.

478. Public vouchers covering lodging and subsistence allowances of enlisted men should give the names and ratings of the men, inclusive dates for which allowance was paid, number of days, rate per day, and total amount. If payment on a public voucher is made to the same man at more than one rate, the dates for each rate should be shown, as: 1 July to 5 July, 5 days at \$2.65 a day, \$13.25; 6 July to 30 July, 25 days at \$1.95, \$48.75; 31 July, 1 day at \$3.75; total \$65.75. If for any reason payment is made by cash instead of by check, a cash receipt showing the above information will be obtained. Cash payments for subsistence should rarely be necessary.

**Public
vouchers**

479. Each public voucher covering lodging and subsistence allowances of recruiting personnel will bear notation on its face of the place at which the pay accounts of the men are carried.

480. Allowances should not be paid to an enlisted man while he is on leave or is being subsisted in hospital at the expense of the United States.

481. When a deserter is transferred under guard, the guard should be issued a transportation request including Pullman, if necessary, and cash for subsistence and transfers en route, charged to appropriation Pay, Subsistence, and Transportation, Navy, Subhead No. 1, instead of being paid lodging and subsistence allowance. If the guard after delivering his prisoner can not start on the return trip immediately, he should apply to the commanding officer of the receiving ship or station for necessary meals and lodging in kind.

482. Certified copy of orders detailing a man to recruiting duty should accompany the first public voucher covering his subsistence. When a man who has been receiving subsistence allowance is detached, notation of the date of his detachment should be made on the face of

the last public voucher covering the subsistence. If a man is not detached but does not receive subsistence for some other reason, such as acting as guard or being on leave or in hospital, a brief explanation should be made on the face of the subsistence public voucher.

**Monthly
subsistence
report**

483. One memorandum copy of each public voucher covering subsistence allowance of recruiting personnel will be forwarded to the Bureau with original disbursing returns. These copies will be fastened together and marked plainly "Monthly Subsistence Report". Subsistence of recruits is paid on public vouchers separately from those covering payments to recruiting personnel, and such public vouchers should not be included in the subsistence report.

**Applicants,
recruits, etc.**

484. The payment of not to exceed \$1.95 a day is authorized for lodging and subsistence of applicants, recruits, men on leave without funds, deserters and stragglers who are being held at the station. Subsistence of applicants is chargeable to appropriation Pay, Subsistence, and Transportation, Navy, Subhead No. 4; subsistence of recruits is chargeable to the same appropriation (no subhead); subsistence of enlisted men on leave without funds, deserters and stragglers is chargeable to the same appropriation, Subhead No. 1. Unit cost of lodgings and meals furnished recruits must not exceed 75 cents and 40 cents, respectively.

485. Recruiting officers should make agreements in the form of accepted proposals with hotels, restaurants, or boarding houses for lodging and subsistence within the limit set by the preceding paragraph. If impracticable to make such agreements within the authorized amount, the fact should be reported to the Bureau for consideration of authorization to pay subsistence in cash to the men concerned.

486. If the same dealer should obtain the award for both meals and lodgings, only one agreement is necessary. It is not necessary to issue proposals and execute agreements separately for applicants and recruits.

487. Dealers' bills should show the names of the men and the number of meals and lodgings furnished, with dates.

**Meal and
lodging
tickets**

488. Public vouchers will be accompanied by meal or lodging tickets furnished the applicants, recruits, etc., and turned in by the dealer at the end of the month. Each ticket issued will be dated and numbered, will cover only one lodging or one meal, will give the name of the man who is to receive the service, and will be signed by the recruiting officer or in his absence by a person designated by him. A record will be kept at the station of the tickets issued and also of the time the men are held on the station, to be checked against the tickets turned in by the dealer with his bill. Public vouchers should be prepared to cover the items which are found to be correct and properly signed for by the recipients of the lodgings and meals. Men issued tickets should be instructed to sign only for such meals and lodgings as they actually receive. Dealers should be advised to obtain signature of the recipient on each lodging or meal ticket, and only signed tickets should be paid for.

TELEPHONE AND TELEGRAPH

489. Recruiting stations do not submit requisitions or make payments for telephone and telegraph service. Allotments for these purposes are made by the Commandants of Naval Districts to recruiting stations as well as to other activities within the Naval Districts.

490. On or about 1 March of each year recruiting officers should advise the Commandant of the estimated needs of their stations during the next fiscal year.

491. Monthly bills for telephone and telegraph service will be forwarded to the Commandant. Care should be taken to insure that the bills are properly certified "Correct and just; payment not received" before they are forwarded. To the telegraph bills will be attached the original of each telegram sent and a copy of each telegram received collect, bearing the signed certification "A true copy - Government rate charged".

492. No changes in telephone installation will be made without the approval of the Commandant. The Commandant will be advised immediately when a main or substation is closed and when for some other reason the telephone service will be discontinued.

493. Official telegrams from substations and from men on traveling recruiting duty to their main stations will be sent collect, Government rate; recruiting officers will request the telegraph company to place such charges on the monthly bill of the main station.

494. In no case will telegrams be sent to the Department "collect".

495. Telegrams must be brief. If sent at the request or for the convenience of an enlisted man he will be chargeable with the expense.

496. The cost of telegrams must not exceed the Government rate. If any telegraph company refuses to accept a telegram at the Government rate, the Commandant of the Naval District will be advised.

497. The use of Government telephones for unofficial calls should be kept to a minimum. Public booths should be utilized where practicable. The value of such unofficial calls as are made must be collected from the persons concerned in order that only official calls will be paid for by the Government. An accurate record should be kept of all unofficial calls and collections therefor. Collections will be handled in accordance with arts. 2121-2 and 2136-61, S. and A. Memo.

MEDICAL DEPARTMENT

498. Attention is invited to art. 1189, U. S. Navy Regulations.

499. The following is quoted from Manual, Medical Department, U. S. Navy (Art. 3045):

**Procurement
of medical
supplies**

"Drugs in bulk, tablet triturates, medical and hospital supplies, etc., and all equipment needed at recruiting stations, shall be obtained from Naval medical supply depots on approved requisitions. Quantities shall be limited to the immediate and actual needs of the station. Prescriptions and small items of supplies required in emergency may be obtained from local drug concerns without requisition. Public vouchers covering these purchases will be submitted at the end of the month to the Bureau of Medicine and Surgery for approval. They will contain the following certificate signed by the medical officer: 'The medicines and medical supplies covered by this public voucher were required for the proper care and treatment of service personnel at this station. Naval medical supplies were not available.' The nature of each prescription or item purchased, i. e., cough mixture, rubber gloves, etc., shall be entered either on the voucher or dealer's bill. The space on the voucher set aside for 'additional statement by department, bureau, or establishment' will be reserved for Bureau's action. Public vouchers charged to an appropriation of the Bureau of Medicine and Surgery are not complete without approval of that Bureau.

**Local
purchases**

"Bills for medical attendance upon enlisted men and for treatment in a civilian hospital shall be made out in duplicate, certified to by the medical officer, and submitted promptly to the Bureau of Medicine and Surgery, accompanied by full report, in duplicate, in accordance with chapter 21, section 1, of the Manual of the Medical Department. Payment of such bills should not be made by the recruiting officer".

**Bills for
medical
attendance**

500. The following is quoted from a letter received from the Bureau of Medicine and Surgery during 1932:

"The authority to purchase medical supplies locally at Recruiting and other outlying Naval Stations contemplates the purchase of only such supplies as are required for the care and treatment of active duty personnel at or in the vicinity of such stations. There is no authority to purchase against Medical Department appropriations medical supplies for inactive personnel or their dependents. Medical officers on recruiting duty are authorized to submit to the Bureau of Medicine and Surgery for approval requisitions for Medical Supply Depot stock items in reasonable quantities for use of service personnel at or in the vicinity of recruiting stations".

501. With the exception of the case noted in paragraph 318, recruiting officers will make no payments chargeable to appropriations of

Payments

**Hospital
treatment,
enlisted men
on leave -
restrictions**

the Bureau of Medicine and Surgery. Payments are made by the Navy Disbursing Officer (Bureau of Supplies and Accounts) after approval by the Bureau of Medicine and Surgery.

502. A commanding officer is without authority to contract on behalf of the United States for medical or hospital treatment for an enlisted man on leave of absence or furlough unless there is a public or Naval interest present. The mere illness or injury of a man while absent from duty is not a public or Naval interest authorizing the procurement of medical services at the expense of the Government. See art. 1086-36, S. and A. Manual, and Comptroller General's decision A-38948 of 18 December 1931, quoted in art. 1086-36, S. and A. Memo., Part II. The following extract from the decision indicates some circumstances under which exception might be made:

"Some connection between the illness or injury of the man and his service obligation must be present before a commanding officer can obligate public funds for the payment of treatment of an enlisted man on leave of absence. A contagious disease, probably contracted while on duty, or a report of illness or injury in circumstances suggesting possible evasion of his enlisted obligations have been held to justify responsible officers of the Navy or the commanding officer of the man (but only after due investigation and after the exercise of actual control or supervision over the man) to procure medical treatment at the expense of the Government, 4 Comp. Gen. 175, and 6 Comp. Gen. 465."

503. This decision in effect prohibits the payment of any bills for civilian medical treatment of enlisted men while on leave of absence except in a relatively small number of cases in which the conditions referred to in the above quoted extract may exist.

504. It has been held by the Comptroller General that the commanding officer or an officer exercising the commanding officer's authority in the circumstances of a particular case, as, for example, an officer in charge of a shore patrol, or the Navy Department at Washington, is authorized to contract on behalf of the United States for the furnishing of medical or hospital treatment of an enlisted man of the Navy on leave of absence; provided, however, there is some connection between the illness or injury of the man and his service obligations, such as a disease or injury, probably contracted or incurred while on duty, which may be responsible for the disability, or a report of illness or injury in circumstances suggesting possible evasion of his enlisted obligation; and provided further, that due investigation has been made and actual control and supervision over the man has been assumed by responsible officers and authority given as above for his treatment, in which event only expenses incurred subsequent to receipt of the authority may be allowed.

ACCOUNTING FOR PERMANENT EQUIPMENT

Inventory

505. Physical inventory of permanent equipment will be taken as of 1 January of each year on NRB Form No. 38, and mailed to the Bureau on or before 15 January in an envelope containing no other papers, one copy being made for the station files.

506. Inventories will be made by actual count, not by copying a previous inventory.

507. Each column of the form must be filled in. If purchase or invoice price cannot be determined after search, "Unknown" may be entered in that column. If no remarks are considered necessary, "None" should be entered in the remarks column. In making the entries under "Class", the letters listed at the top of the form should be used in regular order. "No." means the number on hand of the article described in the next column, not the total number of articles in the class. Under "Name and description of article" should be shown the make, model, serial number if any, size, and any other information needed to clearly identify the article, as many lines being used for this purpose as are required. In the column for "Condition" should be entered "Excellent", "Good", "Fair", or "Poor". In most cases it will not be practicable to determine the exact value or remaining life of the article, but these should be estimated by the recruiting officer as closely as possible. Under "Remarks" should be given any information which might be of value

to the Bureau not provided for in the other columns, or an amplification or explanation of the entries already made. If equipment is at a sub-station or in storage, notation to that effect should be made. If not in use this should be noted, with the reason (in excess, unserviceable, etc.). Equipment which is not the property of the Recruiting Service, and small items such as stationery, ink wells, towels, etc., should not be included in the inventory.

508. On the last sheet will be listed articles of permanent equipment disposed of after the date of the previous inventory, with notation of manner of disposition and number and date of survey report.

509. When an officer assumes charge of a station, he will take an inventory of permanent equipment and sign three copies, making the following distribution: original to Bureau of Navigation; copy to the outgoing officer; copy to station files. The items should be compared with those shown on the inventory of preceding January and explanation made of any discrepancies. If more than one change of officers is made during a calendar year the inventory taken by the incoming officer should be compared with that taken by his predecessor upon assuming charge.

510. Recruiting officers will keep a proper record of permanent equipment in order that appropriate entries regarding invoice price, date and from whom received, date and cost of repairs, etc., may be made on surveys and that the information called for by paragraph 505 may be readily available. A card system is suggested. **Card record of equipment**

511. Recruiting officers are responsible for the property under their charge, and should recognize the importance of safeguarding it at all times. **Responsibility of recruiting officer**

512. Personnel should be instructed to take equipment from the station only when authorized to do so upon Government business.

513. In cases where protection from theft is inadequate, a padlock or other protective device should be purchased under the sundry purchase requisition. **Protection from theft**

514. When a loss or theft occurs the recruiting officer should make a thorough investigation of the circumstances, either personally or by correspondence, and should take such steps as may be feasible to recover the property. Attention is invited to art. 80, U. S. Navy Regulations, and art. 804, S. and A. Manual. The covering survey should be accompanied by a statement of the recruiting officer showing the extent of the investigation and attempts to make recovery.

515. Recruiting officers should take steps to insure that property is not subjected to unnecessarily hard usage. For example, personnel should not be permitted to use a typewriter unless they have been given some instruction in its use and show a disposition to exercise proper care.

516. Property of the Government will not be loaned. Attention is invited to art. 83(3), U. S. Navy Regulations, and to the opinion of the Judge Advocate General quoted in art. 1148-1(a), S. and A. Memo. Regarding exhibits, see paragraph 192. **Loan of property not authorized**

517. Equipment will be disposed of only upon proper authority and with the knowledge of the Bureau of Navigation.

518. When an article is lost, survey should be called promptly; attention is invited to art. 1900-1, S. and A. Memo. Survey should also be called when an article becomes unserviceable from damage or other cause. Requisition for repair or replacement of surveyed material may be submitted if necessary. Articles in excess of requirements should be reported to the recruiting inspector before survey, in order that the inspector may ascertain whether or not they may be made use of at other stations in the division. **Surveys**

519. Survey requests and reports will be prepared on the prescribed forms, in accordance with the general instructions in Arts. 1906-1916, U. S. Navy Regulations. They should be forwarded to the Bureau of Navigation, in duplicate unless the recommendation is sale or it appears that sale might be directed, in which case three copies should be furnished.

520. Most of the equipment of recruiting stations is under the cognizance of the Bureau of Navigation and surveys usually show appropriation Pay, Subsistence, and Transportation, Navy, Subhead No. 4, Title V Account 30. Surveys so forwarded should not include any items under the cognizance of other Bureaus, such as motor, ordnance, and aeronautical equipment; such items should be placed on separate surveys, in order that Navigation may forward them to the appropriate Bureau for final action.

521. When typewriters are surveyed, the instructions in art. 1905-2, S. and A. Memo., regarding notation of broken frames and recommendation for disposition should be followed.

Sales

522. Full instructions in regard to sales are contained in arts. 2000-2002, S. and A. Manual. When a recruiting officer is authorized to conduct a sale, the Bureau of Supplies and Accounts furnishes him a schedule of sale and necessary details. Sale at a recruiting station is infrequently authorized.

SHIPMENTS

523. Instructions regarding shipments are contained in arts. 1800-1870 and 2136-64, S. and A. Manual. Attention is particularly invited to arts. 1820, 1821, 1822, 1824, 1831, 1840 (bills of lading), 1850 (drayage), 1860 (demurrage), 1870 (household effects), and 2136-64 (payment of freight and express bills).

Bills of lading

524. The Bureau of Supplies and Accounts should be requested to furnish a block of serial numbers for Government bills of lading. Care must be taken that bills of lading are numbered in consecutive order without duplications or omissions, in accordance with art. 1840-2(c)(1), S. and A. Manual; that the original and copies are distributed in accordance with art. 1840-6; and that bills of lading covering incoming shipments are accomplished in accordance with art. 1840-7.

Parcel Post

525. Shipments weighing four pounds or less may be forwarded by mail under frank. Parcel post shipments exceeding four pounds in weight require payment of the necessary postage, except that a single bound volume may be forwarded under frank regardless of weight. It is considered desirable that parcel post be used when practicable, the necessary postage stamps, purchased under authority of approved annual requisition, being affixed when required. Postage stamps purchased for this purpose should be kept in the office safe, precautions being taken to prevent their use for other purposes.

Limitation on express shipments

526. Express shipments should be made only by authority of the Bureau of Supplies and Accounts unless the cost does not exceed the cost of shipment by freight (drayage charges included).

Shipment of typewriters

527. When typewriters are packed for shipment, the instructions in art. 1823-0, S. and A. Memo., should be followed.

Report of Shipments

528. Standard Form 9, "Report of Shipments", should be forwarded to the Bureau of Supplies and Accounts in duplicate. Only freight and express shipments need be entered on this report.

Short and damaged shipments

529. Surveys on short or damaged shipments received should be prepared in accordance with art. 1903, S. and A. Manual.

Drayage

530. In complying with art. 1850-1(d)(1), S. and A. Manual, when drayage charges are incurred the original public voucher (Standard Form 1058) and two memorandum copies (Standard Form 1058a) should be forwarded to the Bureau of Supplies and Accounts for payment.

Use of station truck

531. The station truck should be used for short hauls of material and equipment when practicable.

Payments made by S. and A.

532. With the exception of parcel postage under approved requisition, no expenditures will be made by recruiting officers against the appropriation Maintenance, Bureau of Supplies and Accounts. Freight, express and drayage charges are paid by the Bureau of Supplies and Accounts.

533. Information regarding transportation of household effects is contained in General Orders 166 and 187 and art. 1870, S. and A. Manual. Recruiting officers will not make shipment of household effects and will not make payments in connection with such shipments. Their only duty in this connection is to furnish upon request Government bill of lading to commissioned and warrant officers, chief petty officers and petty officers first class, or their authorized representatives, for use in making shipments of household effects upon change of station. The recruiting officer will be furnished a certified copy of the change of station order involved. Where excess of distance or excess of valuation is involved, Government bill of lading should not be issued, the entire transaction being handled by the officer or enlisted man concerned and reimbursement requested from the Department.

Household effects

534. References: Arts. 1601 and 1602, U. S. Navy Regulations; General Orders 166 and 187; arts. 1800-1870, 1903 and 2136-64, S. and A. Manual.

References

REQUISITIONS

535. It is not necessary to submit requisitions for the following classes of expenditure: subsistence and transfers en route; rewards for apprehension and delivery of deserters and stragglers; lodging and subsistence of recruiting personnel, applicants, recruits, deserters and stragglers; transfer of remains. No other payments by recruiting officers will be made unless provided for by requisition.

Exceptions to the requisition requirement.

536. On or about 1 March and not later than 31 March of each year, requisitions for the next fiscal year for annual supplies and services should be forwarded to the Bureau of Navigation.

Annual requisitions.

537. The white original and eight memorandum copies of each annual requisition should be forwarded.

538. The more common annual requisitions are for parcel postage; carfare; rental of quarters; miscellaneous items chargeable to monthly allotment; ice for cooling of drinking water; postage (registry and special delivery stamps); maintenance, operation and upkeep of motorcycles.

539. A separate requisition will be submitted for rental of quarters for the main station and each substation where rental is payable.

540. The annual requisition covering miscellaneous expenses chargeable to monthly allotment will include the following items, if it is estimated that expenditures will be necessary for such purposes:

Garage rent, truck;

Gasoline and oil for truck;

Ferriage and tolls for truck;

Gas;

Electricity;

Towel service;

Sundry purchases of articles and procurement of services of small value.

The estimated cost of each item should of course be entered on the requisition.

541. The amount expended during the first six months of the current fiscal year should be shown on the reverse of each annual requisition, and if the estimated cost of the requisition is over 100 per cent in excess of such expenditure, adequate reasons for the increase should be given.

542. If it is found during the fiscal year that the estimated cost of an annual requisition is insufficient for necessary purposes, the proper procedure is not to submit an additional requisition but to request amendment of the original requisition to provide for the additional amount required. Reasons for the necessity should be given in the request for amendment.

543. If during the course of a fiscal year it becomes necessary to obtain continuing supplies and services such as are properly covered

	by annual requisition, the recruiting officer should submit a requisition covering the remainder of the fiscal year, observing the instructions regarding the preparation of annual requisitions.
Requisitions for other than continuing expenses.	544. Requisitions for supplies and services not provided for in annual requisitions may be submitted from time to time as the need arises.
	545. The white original and five memorandum copies of requisitions other than annual should be forwarded.
Method of mailing requisitions.	546. All requisitions should be mailed to the Bureau of Navigation, regardless of the appropriation chargeable. After examination the Bureau will transmit the requisitions to the Bureau having cognizance of the appropriation.
	547. Appropriate entries will be made in the blanks on the requisition form.
Bureau.	548. In the space "Bureau" should be entered the name of the Bureau or Office having cognizance of the appropriation under which the requisition is drawn; as, Supplies and Accounts, Yards and Docks, Secretary's Office.
Numbering	549. Requisitions should be numbered consecutively under the Bureau concerned throughout the fiscal year. The first requisition under a Supplies and Accounts appropriation should be given the number 1, the next 2, etc., regardless of whether or not requisitions under appropriations of other Bureaus have been given the same numbers. Similarly, the first requisition under the cognizance of the Secretary's Office should be numbered 1, the next 2, etc., Requisitions are recorded in the Bureau of Supplies and Accounts not by activities merely, but separately for each activity and each Bureau.
Title and account numbers.	550. Title and account numbers will be entered in the spaces provided therefor. With the exception of carfare, Title V Account 6, practically all recruiting station requisitions are Title V Account 30.
Appropriation.	551. Requisitions will in all cases be drawn under the appropriation which will receive the charge when expenditure is made. For example, any requisitions covering truck expenses will be drawn under Pay, Subsistence, and Transportation, Navy, Subhead No. 4, whereas requisitions for motorcycle expenses will be drawn under Maintenance, Bureau of Yards and Docks. As recruiting stations have no Naval Supply Account, any provisions of the Bu. of S. and A. Manual regarding preparation of requisitions under Naval Supply Account Fund do not apply.
Purpose	552. In the space for "Purpose" the entry "For Recruiting Service" may be made.
Time of delivery.	553. Such entries as "as soon as practicable" for delivery date should not be made on requisitions. A specific date should be entered in accordance with art. 901(3), S. and A. Manual.
Stock numbers.	554. Stations which have access to the Standard Stock Catalogue should use stock numbers, descriptions, etc., in accordance with art. 801, S. and A. Manual.
Description of articles.	555. Requisitions should always give sufficient information to show what is desired. Entries in the column "Description of Articles" should be as complete as possible. For example, a requisition for a table should show the approximate size, kind of wood preferred, etc. Sometimes delivery of articles, especially of articles covered by annual Supplies and Accounts or General Supply Committee contracts, is expedited if the requisition shows (1) both maximum and minimum dimensions which will answer the purpose, (2) other optional or alternative features.
Proprietary certificate.	556. If an article is proprietary and none other will answer the requirements of the service, the proprietary certificate should be executed on the reverse of the requisition in accordance with Arts. 1607(2)(g) and 1610, U. S. Navy Regulations, and arts. 901-10, 11, S. and A. Manual. It should seldom be necessary for a recruiting station to submit a proprietary requisition.

557. When the actual cost of supplies or services is known, it should be entered for each item in the unit and extension columns on the reverse of the original and all copies of the requisition. If actual cost is not known an estimated cost must be entered. **Estimated cost.**
558. Point of delivery, including street address, should be shown on the reverse of requisitions, in the following form: **Point of delivery.**
- DELIVERY** - To be delivered to Navy Recruiting Station,
933 Chapel St., New Haven, Conn.
559. Permanent equipment and repair of equipment should be requisitioned separately from other items.
560. Requisitions for special materials and services are described in art. 940, S. and A. Manual. **Special materials and services.**
561. Minor truck and motorcycle repairs, as well as other supplies and services of small value, are usually obtained under the sundry purchase item of annual requisitions. A repair job of over \$50 should be covered by a specific requisition. (See paragraphs 440 and 582). **Sundry purchases of small value.**
562. Requisitions for electric fans should give the following information: Current (whether direct or alternating); amount of voltage; number of phases; number of cycles. Fans are usually purchased by the Bureau of Supplies and Accounts under annual contract, in which case payment is made by that Bureau. **Electric fans.**
563. When requisitions are submitted for platform scales, they should show desired capacity, minimum height to which measuring rod should be graduated, and any other requisites. **Scales.**
564. As experience has shown that the metal signboards manufactured by the U. S. Marine Corps are more satisfactory than the wooden "A" boards formerly used, this type should be requisitioned when signboards are needed. Requisitions should show "Signboards, recruiting, steel". Unit cost (subject to change) is \$5.89. The following notation should be made on the requisitions: "It is requested that order be placed with the U. S. Marine Corps". The order is placed and settlement made by the Bureau of Supplies and Accounts. **Signboards.**
565. Requisitions for exchange or repair of typewriters should show for each machine the make, model, serial number, style of type, the length of time in use and the date and cost of previous repairs. Whether typewriters are to be repaired or exchanged will depend on the age and condition of the surveyed machines. If frames are broken, appropriate notation must be made on the replacement requisition as well as on the survey report, in accordance with art. 1905, S. and A. Memo. **Typewriters.**
566. Information regarding repair of typewriters and other labor saving devices is contained in art. 940-37, S. and A. Manual.
567. Approved requisitions will be retained in the files of the recruiting station. **Disposition of approved requisition.**
568. When requisitions are canceled by recruiting officers the letter of advice required by art. 900-4, S. and A. Manual, should be sent to the Bureau of Supplies and Accounts via the Bureau of Navigation. **Canceled requisitions.**
569. Approval of a requisition does not constitute a special allotment, an increase in monthly allotment, or an increase in motor vehicle allowance. When additional allotment or allowance is necessary, request therefor should be submitted to the Bureau.
570. Care should be taken that payments are not made under a requisition which does not provide for them.
571. When a payment is made under an approved requisition, the requisition is the only authority to which reference need be made.
572. Order should not be placed or payment made by the recruiting officer if the approved requisition designates some other officer or the Bureau of Supplies and Accounts to take the action.
573. References: Arts. 1604-1610, U. S. Navy Regulations; Chap. 9, S. and A. Manual. **References.**

PURCHASES

Appropriations not to be obligated before made.

574. No agreements will be entered into or orders placed prior to the approval of the Naval appropriation bill for the year concerned.

Restrictions.

575. Detailed information and instructions regarding purchases will be found in arts. 1846-1850, U. S. Navy Regulations; Chap. 10 and Appendix "B", S. and A. Manual; arts. 1004-1086, S. and A. Memo.

Purchase principles.

576. Attention is invited to the restrictions on purchases noted in art. 1004, S. and A. Manual.

Method of purchase.

577. The principles underlying Navy purchases outlined in arts. 1007, 1015 and 1016, S. and A. Manual, should be studied.

578. As stated in art. 1014-1, S. and A. Manual, the following three methods of purchase are established for the procurement of supplies and services for the Navy:

- (1) Purchase after newspaper advertising.
- (2) Purchase in open market after advertising by means of circulars, letters or bulletins.
- (3) Purchase of articles of small value without competition.

579. Newspaper advertisements can be placed only after written authority has been obtained from the Secretary of the Navy, in accordance with Art. 1849, U. S. Navy Regulations. This method is rarely used for recruiting purchases.

Competition.

580. Except for sundry purchases of small value made without proposals, and purchases made without advertising under the conditions described in art. 1026-2, recruiting officers should obtain competition by the issuance of bids and posting of notices in public places, in accordance with arts. 1016-3(a) and 1026-1, S. and A. Manual.

581. Instructions regarding the issue of invitations for bids, specifications, etc., are contained in arts. 1027 and 1028, and instructions regarding the opening and acceptance of bids are contained in arts. 1042-1045, S. and A. Manual.

Awards.

582. Awards are made on the lowest satisfactory bid. There must be clear and satisfactory reasons for rejection of low bids. Recruiting officers are advised not to accept other than the lowest bid without first informing the Bureau of Supplies and Accounts of the circumstances and requesting instructions. This procedure should also be followed if the recruiting officer is in doubt as to which bidder should receive the award; see art. 1007-2, S. and A. Manual.

Sundry purchases of small value.

583. The procedure to be followed in making purchases of small value without written proposals "in the manner common among business men" is described in art. 1017, S. and A. Manual. It will be noted that the limit of any one item that may be so purchased is \$50, and that when there is more than one item of similar material and the total of the similar items exceeds \$50 the purchase should be made in accordance with art. 1016-3.

Bureau's authority required for non-routine purchases.

584. In order that the Bureau of Navigation may retain control of appropriations, recruiting stations are required to obtain the Bureau's specific authority before making purchases of small value which are non-routine. Repair of equipment, with the exception of minor truck repairs, will not be considered routine. It is not necessary to make reference to the Bureau's authority on public vouchers; attention is invited to paragraph 571.

585. No written agreement is required when purchases of small value are made without written proposals. In other cases of purchase there should be an agreement evidencing the transaction.

Forms of agreement.

586. Two general forms of agreements are recognized:

- (1) Formal contracts, where the transaction is reduced to writing and signed by both parties at the end.
- (2) Less formal contracts, where the amount involved is \$500 or less and the transaction is completed with an order, written proposals and acceptance, or an oral order immediately executed.

587. A lease of quarters is a formal contract, regardless of the amount involved, as the agreement is reduced to writing and signed by the parties at the end. A bond is not required for contracts of lease, however, as the Government is in possession. Instructions for preparation, execution, and distribution of leases are contained in Chapter VI. **Formal contracts.**

588. When the total amount involved is more than \$500, a formal contract, that is, one reduced to writing and signed at the end by both parties, will be executed. For formal contracts other than leases, Standard Form 32 must be used.

589. When a formal contract is executed, care must be taken to observe the legal requirements noted in art. 1052, S. and A. Manual. The recruiting officer must make certain, for example, that the required papers (purchasing officer's affidavit of disinterestedness, copy of the contract, list of firms invited to bid, and original accepted and rejected proposals) are mailed within the time limit to the Returns Office, General Accounting Office, in accordance with Sections 3744, 3745 and 3746, R. S. (quoted in Appendix "B", S. and A. Manual).

590. With the exception of leases, execution of formal contracts by recruiting stations should almost never be necessary. The aggregate of a purchase will seldom exceed \$500, and formal contract and bond are not necessary for purchases amounting to \$500 or less.

591. "Less formal" contracts are defined in paragraph 586. Proposal - acceptance documents, not reduced to writing and signed by the parties at the end, are in this classification. **Less formal agreements.**

592. With the exception of public utility contracts, whenever a contract, formal or less formal, is awarded, Statement and Certificate of Award (Standard Form 1036) must be executed and forwarded in accordance with art. 1045, S. and A. Manual, and the printed instructions on the standard form. **Statement and Certificate of Award.**

593. Except for sundry purchases of small value, an order on S. and A. Form 105 will be signed, numbered, and transmitted to the dealer, and a signed copy furnished the General Accounting Office, Audit Division, in accordance with arts. 1044-18 and 1053-6, S. and A. Manual. **Order for supplies and services.**

594. The original of every contract, both formal and less formal, must be sent to the General Accounting Office, Audit Division. Disposition of contracts and incidental papers will be made in accordance with the instructions in arts. 1044-18, 1045 and 1053, S. and A. Manual. Recruiting officers should note the conditions which determine whether proposals - acceptance documents will be forwarded to the General Accounting Office immediately or retained for attachment to the payment public voucher. **Disposition of contracts.**

595. The original and all copies of contracts, both formal and less formal, should be numbered consecutively in the upper right corner in the uniform system of numbering contracts prescribed by the Comptroller General, in strict accordance with the instructions in art. 1053-5, S. and A. Manual. For recruiting station contracts, the first symbol is "N"; the second symbol is the identifying number of the recruiting station; the third symbol is "s"; the fourth (and last) symbol is the serial number of the particular contract. **Numbering of contracts.**

596. The identifying numbers of recruiting stations are as follows: **Identification numbers of recruiting stations.**
1, Albany, N. Y.; 2, Atlanta, Ga.; 3, Baltimore, Md.; 4, Birmingham, Ala.; 5, Boston, Mass.; 6, Brooklyn, N. Y.; 7, Buffalo, N. Y.; 8, Chicago, Ill.; 9, Cincinnati, Ohio; 10, Cleveland, Ohio; 11, Dallas, Texas; 12, Denver, Colo.; 13, Des Moines, Iowa; 14, Detroit, Mich.; 15, Houston, Texas; 16, Indianapolis, Ind.; 17, Kansas City, Mo.; 18, Little Rock, Ark.; 19, Los Angeles, Calif.; 20, Louisville, Ky.; 21, Milwaukee, Wis.; 22, Minneapolis, Minn.; 23, Nashville, Tenn.; 24, Newark, N. J.; 25, New Haven, Conn.; 26, New Orleans, La.; 27, New York, N. Y.; 28, Omaha, Nebr.; 29, Peoria, Ill.; 30, Philadelphia, Pa.; 31, Pittsburgh, Pa.; 32, Portland, Ore.; 33, Providence, R. I.; 34, Raleigh, N. C.; 35, Richmond, Va.; 36, St. Louis, Mo.; 37, Salt Lake City, Utah; 38, San Francisco, Calif.; 39, Seattle, Wash.; 40, Springfield, Mass. The Navy Recruiting Station, Macon Ga., uses the number originally assigned to Atlanta.

- Examples of contract numbering.** 597. No variation in the prescribed form of the composite symbol should be made. The sixty-second contract entered into the Navy Recruiting Station, Albany, after the inauguration of the system would be assigned the contract number N1s-62; the one hundredth contract of the Brooklyn station would be numbered N6s-100; etc.
- Preference for domestic articles.** 598. Clauses regarding domestic growth, production or manufacture should be incorporated in bids and contracts in accordance with art. 1004-7, S. and A. Memo.
- Modification, cancelation, etc.** 599. Modification of contracts is discussed in art. 1055, cancellation in art. 1056, and transfer or assignment in art. 1052-12, S. and A. Manual.
- Purchases from other Departments.** 600. Information regarding purchases from other Government Departments is contained in art. 1089, S. and A. Manual.
- Special materials and service.** 601. Information and instructions regarding purchases of certain special materials and services are contained in art. 1086, S. and A. Manual, and art. 1086, S. and A. Memo.
- Exchange of equipment.** 602. Old equipment of any kind should not be turned in as part payment for new material unless specific authority is received. The law provides for exchange only of certain kinds of equipment. In this connection, attention is invited to art. 1028-10, Vol. II, S. and A. Memo. Truck batteries are not among the articles exchange of which is authorized by law.
- Typewriter repairs not proprietary. Drinking water.** 603. Typewriter repairs are not proprietary.
604. The Comptroller General has stated rules relative to the purchase of drinking water as follows: "If the purchase is by an officer or employee in a travel status and entitled to reimbursement of actual expenses of subsistence subject to statutory limitations, reimbursement of the expenditure therefor as a part of actual expenses of subsistence, subject to the statutory limitations, is authorized upon a showing of reasonable necessity therefor from the standpoint of the individual officer or employee. If the purchase is for office use, it is authorized as a charge under said appropriation only when there is shown to be (a) a necessity from the Government's standpoint to maintain a supply of drinking water in said office, and (b) no other water fit for drinking purposes is available for said office without charge or at a lower cost".
- Scrip books.** 605. On account of the provision in Section 3648, R. S., prohibiting payments in advance of receipt of supplies and services, no purchases will be made of coupon or scrip books for gasoline, supplies, etc. Street car tickets and certain forms of mileage books are statutory exceptions to this rule. Mileage books, however, will not be purchased without specific authority of the Bureau; see paragraph 320.
- Periodicals.** 606. No subscriptions for newspapers or other periodicals will be made without the express authority of the Department, nor will single copies be purchased. The following is quoted from a letter of the Secretary of the Navy: "It is not the intention of the Department to subscribe for newspapers for the purpose of obtaining clippings. Neither is it expected that individual officers or men will be called upon to pay for such subscription from their personal funds solely in order to furnish the Department with clippings of Naval news items. It is believed, however, that in the ordinary course of events newspapers are purchased by, or otherwise made available to, the personnel attached to the various Naval activities ashore and that from these papers items of Naval interest may be clipped and forwarded to the Department".
- Newspaper clippings.**
- Envelopes.** 607. Envelopes for the use of the recruiting service are supplied by the Navy Recruiting Bureau, which makes quantity purchases on annual Government contracts. Attention is invited to art. 1086-21 (c), S. and A. Memo. Envelopes will not be purchased locally by recruiting stations.
- Printing.** 608. No obligations will be incurred or expenditures made by recruiting officers for printing of any kind. Attention is invited to art. 940-29, S. and A. Manual.

609. Lamps and amplifier tubes for Animatophones are supplied upon request by the Navy Recruiting Bureau. Attention is invited to Recruiting Bureau circular S85 LRL-FD(W) of 29 February 1932.

Replacement parts for Animatophones.

PUBLIC VOUCHERS

610. Detailed instructions regarding preparation and payment of public vouchers are contained in arts. 2130-2136, S. and A. Manual, and arts. 2130-2136, S. and A. Memo.

611. Of the standard forms of public voucher listed in art. 2132-1, S. and A. Manual, only the following are used for public vouchers paid by recruiting officers: Standard Forms 1034 (original) and 1034a (copy); Standard Forms 1035 and 1035a (continuation sheets).

Use of standard forms

612. If a public voucher consists of more than one sheet, Standard Form 1035 is used for the first and intermediate sheets, Standard Form 1034 for the final sheet containing the certificates. The headings need be written in full only on the top sheet (Standard Form 1035); on the other sheets, heading entries showing the voucher number, contract number, and name of payee will suffice.

613. Public vouchers paid by recruiting officers will be numbered consecutively throughout the fiscal year, starting with 1 at the beginning of each year. The first public voucher paid in July will be numbered 1, the next 2, etc., regardless of the year of the appropriation charged. When there is a change of disbursing officers the incoming officer will start a new series; the disbursing officer, not the station, is the unit in this case.

Numbering

614. The number should be entered in the space "D.O.Vou.No.". The second space for number may be left vacant, as it is not necessary that recruiting stations maintain a series of office numbers.

615. In the square headed "PAID BY" should be stamped or written the name and rank of the paying officer, the name of the station, and the date of payment.

Payment Data

616. The name of the Bureau or Office having cognizance of the appropriation, the appropriation number, name, year, and subhead if any, should be shown on public vouchers without abbreviation in accordance with the Appropriation Bulletin issued by the Bureau of Supplies and Accounts at the beginning of each fiscal year.

Bureau and appropriation

617. In the space for payee should be entered the name and address of the person, firm, or corporation receiving the payment, except on sundry service vouchers such as those covering subsistence en route, carfare, and subsistence allowance of recruiting personnel, when the entry "Various Enlisted Men" or "Various Recruiting Personnel", as appropriate, may be made.

Payee

618. The space for "Payee's Acct. No." may be used for the date of the dealer's bill and for its identifying number, if any.

619. If payment is made under a formal contract or other agreement which has been assigned a contract number, the blanks for contract data should be filled in to show the number and date of the contract and the name of the activity which executed the contract. The space for "Activity" should be left vacant unless there is numbered agreement.

Contract data

620. If payment is made under authority of a requisition, the number and date of the requisition should be entered in the blanks for requisition data. The name of the station which prepared the requisition need not appear unless it is different from the paying station. The year and Bureau need not be shown as they are indicated by the appropriation charged.

Requisition data

621. Entry should be made in the space marked "For" only if the payment is made for some activity other than the recruiting station, as when a recruiting officer pays subsistence allowance of personnel attached to an inspector's office or pays for supplies purchased for the inspector.

622. Appropriate entries should be made in the columns headed "No. and Date of Order", "Date of Delivery or Service", "Articles or Services", "Quantity", "Unit Price", and "Amount". The articles or services should be itemized.

Itemization

	623. Public vouchers covering subsistence and transfers en route should show the name and rating of each traveler, transportation request number, destination and route, number of meals to be taken, cost per meal, cost of baggage and other transfers, and the total amount of cash furnished.
Payee's certification	624. The space for payee's certification is used only when the dealer is permitted to state his account directly on the public voucher. See paragraph 640.
Additional statements	625. The square marked "Additional statements" may be used for such entries as "dealer's bill attached", "accepted proposal attached", etc., or for such other additional statements as may be desirable. On public vouchers covering supplies or services received from the Post Office Department, it is used for the certificate of the Postmaster in accordance with paragraph 446.
Title and account numbers	626. In the square for "Accounting Classification" will be entered the applicable title and account numbers. As a general rule, Title V Account 30 applies to payments by recruiting officers. The principal exceptions are as follows: <ul style="list-style-type: none"> Title V Account 1: Rewards for deserters and stragglers. Title V Account 5: Transfer of remains. Title V Account 6: Transportation, subsistence and transfers en route, and carfare of applicants and enlisted men chargeable to appropriation Pay, Subsistence, and Transportation, Navy, Sub-head No. 1. Title V Account 32: Transportation and subsistence and transfers en route of guards, deserters, stragglers, and stranded men; lodging and subsistence at station of deserters, stragglers, and stranded men. Title V Account 73: Subsistence and transfers en route of enlisted men of the Naval Reserve Force, Class F-3, F-4, F-5. Title V Account 74: Subsistence and transfers en route of enlisted men of the Naval Reserve Force, Class F-1, F-2. Title 17 - Marine Corps: Charges to appropriation General Expenses, Marine Corps.
Differences	627. The space for showing of differences will be used for correction of overcharges in accordance with art. 2132-4(o), S. and A. Manual.
Administrative certificate	628. The administrative certificate must invariably be signed by the recruiting officer. Attention is invited to art. 2131-7, S. and A. Manual. The method of or absence of advertising should be shown as 1, 2, 3, 4, or 5, depending upon the method used. If there is a written agreement the method should correspond with the method shown on the Statement and Certificate of Award. Public vouchers covering articles or services of small value obtained without written proposals should show the method as 4 in the administrative certificate, with the following entry on the reverse of the public voucher: "4. Without advertising in accordance with Act of March 2, 1907 (34 Stat. 1193)". With the above exception, no entry should be made on the reverse of any public voucher.
Check data	629. Check numbers, dates and amounts should always be shown on public vouchers.
Receipts for cash payments	630. When payment is made by cash, the amount and date should be shown in the spaces therefor on the public voucher. Receipt should preferably be obtained in the space provided at the foot of the public voucher in accordance with art. 2133-3(b), S. and A. Manual; when this is impracticable, cash receipts should be obtained and attached to the public voucher as substantiating vouchers.
Public vouchers charged to appropriations of prior fiscal years	631. Obligations against appropriations of prior fiscal years will be paid on public vouchers separately from current obligations. Public vouchers charged to other than those for the current fiscal year must show clearly that order was placed or obligation incurred during the fiscal year concerned.

632. Separate public vouchers should be prepared to cover payments under different appropriations and subheads and different title and account numbers.

633. Separate public vouchers should be prepared for supplies and services obtained under separate contracts or under different methods of procurement.

634. No public voucher, other than a sundry service voucher, will include payments to more than one payee, but more than one dealer's bill of the same payee may be paid on one public voucher provided the purchases were made under the same agreement or under the same conditions as to method or absence of advertising; see art. 2132-4(b), S. and A. Manual.

635. Checks in payment of public vouchers should not be drawn until the public vouchers have been prepared and approved by the recruiting officer.

636. Public vouchers should be paid promptly in order that dealers or claimants may have no cause for complaint.

637. Check letter of advice (S. and A. Form 325) should accompany checks mailed or otherwise delivered to the payees of public vouchers.

638. When payments are made under contract, either formal or less formal, they must be made to the party with whom the contract was drawn. A disbursing officer is not authorized to state vouchers and make checks payable to a firm or individual when the contract is with some one else.

639. Attention is particularly invited to art. 2131, S. and A. Manual, "Substantiating Documents and Certificates".

640. It will be noted that the dealer or other claimant must submit an original itemized bill, in duplicate, showing unit prices and extensions and bearing the certification "Certified correct and just; payment not received". The account may be stated directly on the public voucher and certified thereon when local conditions make it difficult to obtain the claimant's bill as a separate voucher, as might occasionally be the case when rewards are claimed. In no case shall a dealer's bill be altered in any respect; see 2132-2(c), S. and A. Manual. The dealer's original bill should be attached to the original public voucher; if lost or destroyed, the instructions in art. 2131-2 (f), S. and A. Manual, will be followed. In no case will payment be made in excess of the amount shown by the dealer's certified bill; see art. 2132-4(o), S. and A. Manual.

641. Public vouchers of course should not be paid until there has been proper inspection of articles supplied and claimant's bills have been checked and verified.

642. When discounts, deductions or overpayments are involved, the procedure outlined in art. 2134, S. and A. Manual, should be followed.

643. Care must be taken that receipts of creditors are not forwarded with public vouchers except when payment has actually been made. Attention is invited to Art. 1756, U. S. Navy Regulations.

644. As stated in Art. 1742, U. S. Navy Regulations, no payment to a public creditor shall be evidenced by a receipt (except when receipt is required either by law or contract) unless such payment is made in cash, i. e., currency. Therefore no receipt for a payment made by a disbursing officer's check shall be required or taken. In no case shall receipt for a payment be taken in duplicate, etc., but by single receipt only. In all cases where receipts are taken the exchange of currency and the receipt therefor shall be simultaneous. Practices requiring receipt in advance of actual payment is prohibited.

Preparation
and approval
before issuance
of checks
Prompt
payment

Check letter
of advice

Substantiating documents and certificates

Dealer's bill

Discounts,
deductions,
over-
payments

Receipts

645. Recruiting officers should make payments directly to public creditors, if possible. No officer or employee can create a valid claim in his favor by voluntarily paying obligations of the United States. Attention is invited to decisions of the Comptroller General quoted in art. 2102-4, Part II, S. and A. Memo.

**Sundry
Expense
Account**

646. Requests of personnel for reimbursement for expenditures made by them must be itemized, and should be supported by sub-vouchers where practicable. When it is necessary that purchases be made by personnel with their own funds, subject to reimbursement, Sundry Expense Account (S. and A. Form No. 326) properly executed should be attached as a supporting voucher to the public voucher covering the reimbursement. As subvouchers there should be attached receipts obtained by personnel at the time purchases were made. The payee of the public voucher should of course be shown as the person who is reimbursed.

647. Public vouchers covering subsistence and transfers en route should be accompanied by cash receipts obtained in accordance with paragraphs 310 and 311.

648. Public vouchers covering registry stamps should be accompanied by registry receipts.

649. Public vouchers covering parcel postage stamps should be accompanied by cash receipts obtained from the postal clerk. Attention is invited to art. 1831-7(b)(2), S. and A. Manual.

**Public vou-
chers for spe-
cific objects
State and Mu-
nicipal taxes**

650. Information regarding public vouchers for certain specific purposes is contained in art. 2136, S. and A. Manual.

651. State and municipal taxes are not payable by the Federal Government.

**Federal
taxes**

652. The Federal tax imposed on electric energy by the Revenue Act of 1932 is not applicable to electricity furnished to the United States. Regarding the Federal tax on lubricating oil and gasoline, see paragraph 455. Attention is also invited to art. 1004, S. and A. Memo., and art. 1086-25, Part II, S. and A. Memo.

**Reenlist-
ment
allowance
not payable
by recruiting
officer**

653. Recruiting officers will not pay reenlistment allowance. The first supply officer taking up accounts makes payment of the allowance.

**Claims for
loss or
damages**

654. In no case will a recruiting officer use Government funds to pay for any damages to or loss of privately owned property. Claims should be forwarded to the Bureau for further transmittal to the Secretary of the Navy, accompanied by such statements of individuals as have a bearing upon the matter and a statement of the recruiting officer's opinion regarding responsibility for the damage or loss. Claims, if allowed, will be paid through the Bureau of Supplies and Accounts, not by the recruiting officer.

**Settlement
of obliga-
tions to es-
tates, etc.**

655. Payments of Government funds should be made only to the persons, firms or corporations to which due, or to their properly accredited agents. In case of death of a person to whom money is due, payment should not be made by the recruiting officer. A statement of the circumstances (including date of death) should be forwarded to the General Accounting Office, Audit Division, with the bill of the deceased if a bill has been rendered. Heirs or other claimants should be advised to submit their claims to the General Accounting Office for adjustment. Attention is invited to art. 2120, S. and A. Memo.

**Bills out-
standing
more than
eighteen
months**

656. Bills not paid within eighteen months of the time the obligation was incurred will not be paid by recruiting officers but will be forwarded to the Bureau of Supplies and Accounts for consideration and final action. The letter of transmittal should furnish the data described in art. 2133-5, S. and A. Manual.

**Quarterly
report of dis-
counts**

657. On the last day of each quarter, report of public voucher discounts taken and not taken will be made to the Bureau of Supplies and Accounts in the form prescribed by art. 2178-13, S. and A. Manual.

658. Analysis of public vouchers paid from appropriation Pay, Subsistence, and Transportation, Navy (S. and A. Form 13a) will be forwarded by the recruiting officer to the Bureau of Supplies and Accounts within five days after the end of each month or within five days of closing disbursing accounts if prior to the end of the month. The item numbers shown on Form 13a are not appropriation subhead numbers and should not be confused therewith. The report should include only expenditures actually made by the recruiting officer; it should not include any charges by outside activities. The entry for Item No. 2 should be the recruiting station expenditure against Pay, Subsistence, and Transportation, Navy (no subhead); for Item No. 5, the expenditure against Subhead No. 1 of the appropriation; for Item No. 7, the expenditure against Subhead No. 4 of the appropriation. No entry should be made for the remaining items of the report.

Analysis of public vouchers paid from Pay, Subsistence, and Transportation, Navy

659. Public vouchers prepared at the recruiting station and sent to the Bureau of Supplies and Accounts for payment by that Bureau should be accompanied by five memorandum copies, in accordance with art. 2130-1, S. and A. Manual.

FINANCIAL RETURNS

660. Original disbursing returns of recruiting officers will be forwarded monthly to the Bureau of Navigation by registered mail.

Disbursing returns to be forwarded monthly
Nature of returns

661. Returns comprise the original account current; the original schedule of disbursements; the original of any other supporting schedules made necessary by the nature of the month's transactions; the original of each public voucher paid during the month; statements, documents, or other subvouchers necessary to substantiate receipts or expenditures.

662. The date of mailing will not be later than the tenth day of the month following the month covered by the returns. See Art. 1883, U. S. Navy Regulations.

Date of mailing

663. Mailing will not be delayed because bills are not in shape for payment; such bills should be included in the next month's returns.

664. The time limit for forwarding returns is set by law (section 12 of the so-called Dockery Act, approved July 31, 1894, 28 Stat. 209), and is not subject to extension by the Bureau.

Time limit fixed by law

665. The disbursing officer is responsible for mailing returns on time and such responsibility can not be delegated to some other person. Recruiting officers are directed personally to make certain that their returns are forwarded in accordance with the law.

Recruiting officers personally responsible for mailing returns on time

666. The original returns will be accompanied by a letter of transmittal showing the date they are forwarded.

Letters of transmittal
Use of address label

667. In mailing the original returns, the yellow address label "Recruiting Division, Bureau of Navigation, Navy Department, Washington, D. C.", furnished by the Recruiting Bureau, invariably will be used. Returns should be placed in envelopes 12 inches by 16 inches, obtainable from the Recruiting Bureau.

668. The monthly financial reports described in paragraphs 404, 406, 408, 414, 464, and 483 should be mailed to the Bureau in the package containing the original disbursing returns.

669. One copy each (the first copy) of the account current, schedule or schedules, and public vouchers will be forwarded by registered mail to the Bureau of Supplies and Accounts, Appropriation Division, in compliance with art. 513-3(a), S. and A. Manual. The set should be mailed not later than the fifth working day following the last day of the period covered, in accordance with art. 511-2(b)(2)(a), S. and A. Manual. Copies of supporting vouchers are not required or desired by the Bureau of Supplies and Accounts.

Copy of returns required by S. and A.

670. A copy of the returns will be retained as a part of the permanent files of the recruiting station.

Forwarding of fractional monthly returns upon detachment

671. The law requires that disbursing officers' accounts and returns be kept separate and distinct. If a disbursing officer is detached before the end of a month he must prepare complete returns covering expenditures made by him to the date he is relieved. These returns must be forwarded within ten days of the date of transfer of funds to relief or other disposition.

Report of termination of disbursing duty

672. When a recruiting officer is relieved from disbursing duty he will notify the Bureau of Navigation by letter the date on which such duty ceased. The Bureau will transmit the letter to the Secretary of the Treasury.

Statement of obligations upon detachment

673. Report of status of allotment and other financial reports required by the Bureau of Navigation should be made for the entire month by the officer who is in charge at the end of the month. These reports for a fractional part of a month are not required.

Account current

674. When a recruiting officer is detached, he should turn over to his relief, or place in a readily accessible part of the station files if relief does not arrive prior to his departure, a statement of all outstanding obligations.

675. The account current (Standard Form 1021) shows receipts and expenditures of public funds. All funds received by a disbursing officer either in cash or by deposits to his credit, and all funds expended, either in cash or by check, will be accounted for by entries opposite one of the printed captions. Attention is invited to art. 2179-2, S. and A. Manual.

Inclosures to be listed Bureau

676. Inclosures accompanying the account current should be listed on the reverse, in accordance with art. 2179-2, S. and A. Memo.

677. The proper entry for Bureau at top of account current and schedule of disbursements is Supplies and Accounts.

Entries in money columns

678. The first money column on face of the account current is for use when there is more than one entry for each main heading. The second money column, which should be headed "7XG.A.A. (new)", is for totals of the headings. For example, if two accountable warrants are received during a month, the amount of each should be entered in the first money column, and the sum of the two should be entered in the second money column; if only one is received, no entry need be made in the first column. If during a month there is a collection from sale, a collection creditable to an appropriation, and a collection creditable to "Miscellaneous Receipts", the amount of each should be entered in the first column and the total amount collected should be entered in the second column. There should be no entries in the third money column, that is, the one headed "For General Accounting Office".

Balance due United States

679. The amount taken up as "Balance Due the United States from Last Account" always must be the same as the amount shown as "Balance Due the United States" on the previous account current.

Balancing of Receipts and Payments entries

680. Care should be taken that the total under the heading Receipts coincides with the total under Payments on the face of the account current, and that the Receipts and Payments columns in the Cash Account on the reverse are in balance.

Exchange for cash checks

681. The number, date, and amount of each exchange for cash check will be shown in the Cash Account.

Counting of cash on hand

682. In connection with verification of cash on hand at the end of the month, attention is invited to paragraph 401 and to art. 2118-11, S. and A. Manual.

Analysis of balance

683. Check and cash expenditures should not be shown separately on the account current but the balance on hand should be analyzed at the foot of the reverse of the account current in the space provided so as to show actual cash on hand separately from the amount on deposit in the Treasury.

Account current entries to be accurate

684. The account current is a most important paper, and must be accurate in every respect. Recruiting officers will exercise particular care to see that all the figures are correct. If entries are made promptly and accurately in the cash book there should be no difficulty in making correct entries on the account current. Errors almost invariably are due to carelessness or inadequate checking.

685. In general, each receipt and expenditure entry on the face of the account current will be supported by a schedule prepared either on Standard Form 1026 (Schedule of Collections) or on Standard Form 1025 (Schedule of Disbursements). Schedules for "Receipts" items will be prepared on Standard Form 1026, for "Payments" items on Standard Form 1025. See art. 2179, S. and A. Manual.

Schedules supporting account current entries

686. The entry of one or two accountable warrants, with warrant numbers and dates, may be made directly on the account current, but if more than two are to be accounted for, a schedule of accountable warrants on Standard Form 1026 is required.

Warrants

687. Schedule of transfers of funds received (Standard Form 1026) should show the date of receipt of each transfer, the amount, and the name and symbol number of the officer from whom received.

Transfers of funds received

688. Schedule of collections (Standard Form 1026) should give information relative to collections as per the detailed instructions in arts. 2121 and 2179-3, S. and A. Manual. Most of the collections made at recruiting stations are refunds creditable to appropriations; the schedule should show in each case reason for the refund and the appropriation (with subhead, if any) which is to be credited.

Collections

Refunds creditable to appropriations

689. Public voucher payments by recruiting officers will be listed on Standard Form 1025, Schedule of Disbursements.

Schedule of Disbursements

690. All expenditures should be entered on the schedule of disbursements in the column headed "Total Amount Paid". The total of this column is the amount carried to the account current opposite the caption "Public vouchers". The amount of cash paid on each public voucher should be entered in the memorandum column "Paid In Cash".

691. The appropriations charged should be arranged in the order shown in the Appropriation Bulletin, appropriations for the current fiscal year being placed first and those of prior years following. Public vouchers under each appropriation and subhead should be listed in numerical order and the charges to each appropriation and subhead should be totaled.

Arrangement by appropriations

692. Only public vouchers actually paid by the recruiting officer should be listed on the schedule of disbursements. Those prepared at the recruiting station and forwarded to the Bureau of Supplies and Accounts for payment should not be included. For record purposes, the latter class of public vouchers should be numbered in a special sequence distinct from the regular sequence of numbers.

693. Any deposits to the credit of the Treasurer of the United States should be entered on a schedule (Standard Form 1025) showing the date of deposit, the certificate number if known, and the amount of each deposit.

694. Schedule of transfers to officers (Standard Form 1025) will show the date of each transfer, the amount, and the name and symbol number of the officer receiving the funds.

695. In preparing public vouchers for forwarding, the public voucher itself should be the top paper. The dealer's bill should be next attached. Below the dealer's bill should be placed the Statement and Certificate of Award, copy of the order, and the accepted proposal, unless these papers have already been forwarded to the General Accounting Office in accordance with paragraph 594.

Arrangement of public vouchers and substantiating papers

696. For the convenience of the Bureau, it is desired that when returns are forwarded the papers be placed in the following order: letter of transmittal; account current; schedule of disbursements; other supporting schedules, if any; monthly subsistence report; report of status of allotment; synopsis of expenditures against monthly allotment; report of charges by outside activities; report of cost per enlistment; report of motor vehicles; public vouchers.

697. After examination, returns are forwarded by the Bureau to the Bureau of Supplies and Accounts for further transmittal to the General Accounting Office, Audit Division.

Final disposition of original disbursing returns

Correspondence involving adjustments in accounts

698. Letters from disbursing officers to the General Accounting Office or to the Treasury Department involving possible adjustments or entries in accounts will be forwarded via the Bureau of Supplies and Accounts; copies of the letters will be included with original disbursing returns and the copy thereof furnished the Bureau of Supplies and Accounts.

Jurisdiction of the General Accounting Office
Inspection of accounts

699. Arts. 2300-2302, S. and A. Manual, contain information regarding the duties, jurisdiction, etc., of the General Accounting Office.

Removal of differences

700. Regarding inspection of accounts by representatives of the Comptroller General, see art. 1868(7), U. S. Navy Regulations, and art. 2300-3, S. and A. Manual. When an inspection is made the recruiting officer will advise the Bureau of Supplies and Accounts via Bureau of Navigation.

701. Recruiting officers should act at once toward meeting the requirements of the General Accounting Office as stated in its monthly statements of differences; see art. 2181, S. and A. Manual.

702. Replies to exceptions are prepared in duplicate on G. A. O. Form 2085. They should be mailed to the Bureau of Navigation, prefixed by S. and A. Form 3, "Transmittal of vouchers outstanding in fiscal accounts". The number of the statement of differences should be entered in the upper right corner of Form 2085 under "G. A. O. Cert. No.", in accordance with art. 511-8, S. and A. Manual.

703. When an officer is detached from recruiting duty, he should arrange with his successor to attend to such items as may then be outstanding in his account and which depend upon procurement of information, vouchers, etc., which either have been requested sent to the recruiting station or may be best obtained by the station. Items which represent outright errors should be cleared before detachment either by taking steps to recover the amounts of erroneous payments or overpayments from those who received them, or by deposit of personal funds. As the General Accounting Office sends notices of exceptions to the officer and not to the station from which the account was rendered, officers after detachment may continue to receive reports for some months after detachment. They should clear these reports promptly in the same manner as if they were still on recruiting duty, corresponding with their successors on details which are obtainable from that source only. It should be realized, of course, that the responsibility for clearing an account rests solely upon the officer making the payments suspended, and cannot be shifted to his successor.

Statutes and Comptroller General's decisions

704. Interesting and valuable information regarding disbursement of public funds may be obtained by reading the statutes quoted in Appendix "B", S. and A. Manual, and the Comptroller General's decisions quoted in Parts II and III, S. and A. Memo.

APPROPRIATIONS CHARGEABLE

705. For the information of recruiting officers, the appropriations chargeable for various classes of Naval expense are stated below. This paragraph does not constitute authority for expenditures and should not be referred to on public vouchers.

- (a) **Pay, Subsistence, and Transportation, Navy (no subhead):**
Lodging and subsistence allowances of recruiting personnel. Lodging and subsistence of recruits between time of enlistment and transfer.
- (b) **Pay, Subsistence, and Transportation, Navy, Subhead No. 1:**
Transportation (including pullman, street car and bus fare) of applicants, recruits, and men of the regular Navy (including guards, deserters, stragglers, and stranded men) with subsistence and transfers en route, or cash in lieu thereof. Rewards for apprehension and delivery of deserters and stragglers. Lodging and subsistence of deserters, stragglers, and stranded men held at the station.

- (c) **Pay, Subsistence, and Transportation, Navy, Subhead No. 2:**
Mileage on discharge (including extensions of enlistment) of enlisted men.
- (d) **Pay, Subsistence, and Transportation, Navy, Subhead No. 3:**
Transportation of dependents of officers and enlisted men.
- (e) **Pay, Subsistence, and Transportation, Navy, Subhead No. 4:**
Rental of recruiting offices.
Light and heat, if not furnished with quarters.
Expenses of Government-owned motor trucks.
Furniture equipment for stations not in Federal buildings, repair of equipment, paint and varnish, cleaning of banners, etc.
Typewriters, mimeographs, adding machines.
Stationery and office supplies.
Towel service.
Lodging and subsistence of applicants (unable to subsist themselves) prior to enlistment.
Birth certificates of applicants; notary fees.
Signboards, signs, miscellaneous publicity.
Crating of recruiting equipment preparatory to shipment.
Actual and necessary expenses of officers on duty with traveling recruiting parties, under travel orders issued by the Navy Department.
- (f) **Pay, Subsistence, and Transportation, Navy, Subhead No. 5:**
Transportation of officers.
- (g) **Pay, Miscellaneous, Subhead No. 9:**
Ice for cooling of drinking water.
- (h) **Pay, Miscellaneous, Subhead No. 10:**
Telephone and telegraph.
- (i) **Pay Miscellaneous, Subhead No. 11:**
Postage (except parcel postage); registry and special delivery stamps.
- (j) **Maintenance, Bureau of Yards and Docks:**
Motorcycle expense.
- (k) **Organizing the Naval Reserve, Subhead No. 2:**
Transportation and subsistence en route of men of the Naval Reserve.
- (l) **Maintenance, Bureau of Supplies and Accounts, Subhead No. 2:**
Packing and transportation of household effects.
- (m) **Maintenance, Bureau of Supplies and Accounts, Subhead No. 3:**
Transportation of supplies: freight and express charges, drayage, parcel postage.
- (n) **Medical Department, Bureau of Medicine and Surgery:**
Medicines, medical supplies, surgeons' necessities.
- (o) **Care of the Dead, Bureau of Medicine and Surgery:**
Transfer of remains.

706. In order that errors may be reduced to a minimum, recruiting officers should request information from the Bureau of Navigation if the appropriation properly chargeable for an expense is not known, as well as for any other information that will aid in keeping accounts and returns in good condition.

CHAPTER XI

MISCELLANEOUS

Office hours

707. Main recruiting stations will be kept open from 9:00 a.m. to 4:30 p.m. (later if necessary) except on Saturday, when the hours are from 9:00 a.m. to 1:00 p.m. Recruiting stations will be closed on Sundays and holidays.

Mail organization

708. The internal organization of the office should include appropriate instructions as to the proper circulation of correspondence.

709. The recruiting officer should open all correspondence, if possible, and should personally read what comes into the office. Recruiting circular letters should be carefully read by the recruiting officer and by all personnel whose work is affected. When a letter is received, it should not be filed away until the instructions which it contains are complied with, or if its provisions will apply to future activities, until it has been noted in such manner as to insure compliance in future cases.

Correspondence to be answered promptly Censoring of substation correspondence

710. All correspondence will be answered promptly. In the event of unusual delay due to factors beyond the control of the recruiting officer, receipt of the correspondence will be acknowledged and the originating Bureau or activity informed as to approximate date of reply.

711. The recruiting officer, by observation, is familiar with the ability of individual recruiters to prepare and handle correspondence on independent substation duty. The degree to which such correspondence is censored rests with the recruiting officer.

Bureau of Navigation Manual

712. The Bureau of Navigation Manual is issued for the guidance of the personnel of the Navy in matters under the cognizance of the Bureau of Navigation, and recruiting officers will familiarize themselves with its contents.

Manual of the Medical Department Naturalization Laws and Regulations

713. Recruiting as well as medical officers attached to recruiting stations must familiarize themselves with the "Manual, Medical Department, United States Navy".

714. Recruiting officers must also be familiar with "Naturalization Laws and Regulations", a copy of which shall be kept on file in the office.

Recruiting officers to familiarize themselves with station files

715. Recruiting officers must acquaint themselves with the contents of the files in their offices, so that they may be advised as to all Bureau orders and circular letters, as the officers themselves are directly responsible for carrying out instructions. In the event that a new yeoman is brought into the work at the same time a change of commanding officers is made, a thorough "going over" of the files is the only manner in which a complete knowledge of all details pertaining to the office may be obtained, especially if the officer relinquishing the command fails, inadvertently or otherwise, to instruct his successor on important orders and correspondence which are in the files.

Complete files to be maintained

716. Files will be kept in accordance with the U. S. Navy Filing Manual and current Bureau instructions. A complete file of all current Bureau of Navigation Circular Letters, Recruiting Information Bulletins, letters to the Recruiting Service and other important recruiting statistics and literature shall be maintained. Recruiting officers will have petty officers ordered to substation duty instructed in correct methods of filing. It is important that a copy of all correspondence be readily accessible in the files. The Bureau is sometimes caused considerable embarrassment due to inadequate and improper filing methods.

Disposition of old files

717. Accumulations in the files not needed or useful in the transaction of current business and having no permanent or historical interest may be disposed of by sale, after advertisement by proposals, as waste paper if practicable, or if not practicable then otherwise as may appear best for the interests of the Government, provided always that no papers less than two years old from date of the last indorsement shall be destroyed or otherwise disposed of (Act of March 3, 1915, 38 Stat. 929). All requests for authority to dispose of old records and other papers must be submitted to the Secretary of the Navy, via the Bureau of Navigation. When authority is given and the papers are disposed of, report

of disposition will be made to the Secretary of the Navy via the Bureau of Navigation.

718. Recruiting officers will sign telegrams "Recruiting" and the Recruiting Bureau "Recruiting Bureau", instead of by name of the officer in charge.

719. Time and reference numbers will not be used when domestic despatches are transmitted over commercial land lines.

720. Recruiting personnel will cooperate with the custodians of public buildings in observing the instructions contained in the following letter of the Supervising Architect:

"There is quoted below for your information an excerpt from a recent communication received from the Surgeon General, U. S. Public Health Service:

"I have been receiving complaints from health officers and others that the common drinking cup is being used in public and semi-public places within some of the Federal buildings. Court rooms, jury rooms and work rooms of the post offices appear to be the principal places, although they have also been reported in corridors and other public places. This practice is in violation of the laws of every state and is also contrary to the sanitary principles embodied in the Federal Interstate Quarantine Regulations. For these reasons, and because of the relation of common drinking cups to the spread of contagious diseases, their use should not be tolerated in Federal buildings.

"I understand that an executive order issued during President Roosevelt's administration forbade the use of common drinking cups in Federal buildings, and that this order is still in force.

"I also understand that the appropriation for maintenance of public buildings does not provide for the purchases of individual drinking cups but that these cups may be obtained through requisition by the various offices."

"You will please take necessary action immediately to prevent further use of the common drinking utensils in public or semi-public locations in the building in your custody. In connection with this matter, it may be stated that individual drinking glasses or sanitary drinking cups for employees in Federal buildings not connected with the Custodian Service must be furnished by the Departments or Bureaus under which the employees serve; the appropriations under the control of this Office not being available for such purposes."

721. In accordance with the above, individual drinking cups may be purchased by recruiting officers under the sundry purchase requisition as necessary.

722. Instead of requesting new recruiting banners and ensigns when those in use become soiled, it will be found practicable to have them dry cleaned at small cost under the sundry purchase requisition. When torn they should be patched by the recruiting personnel. Proper care and attention will greatly lengthen the period of usefulness.

723. Upon request, recruiting officers may furnish an escort to attend the funerals of deceased members of the Navy who are to be buried in the vicinity. See par. 5-9, U. S. Navy Travel Instructions. No expense with the exception of carfare can be allowed as the Navy Department is prohibited from bearing any part of funeral or burial expense after arrival of the remains at the place designated by the next of kin. If desired, assistance may be rendered in arrangements for funerals, but in no case will the impression be created that the recruiting station is to assume charge of such details.

724. The office of the Judge Advocate General and the Office of Naval Intelligence may request recruiting officers to conduct specific investigations in their territory. When so requested, recruiting officers will cooperate, submitting full report direct to the Bureau or office concerned.

Signature on despatches

Restriction of use of time and reference numbers

Use of common drinking cups prohibited

Care of banners and ensigns

Funeral escorts

Investigations

CHAPTER XII

REPORTS

725. No attempt will be made in this chapter to list and show the disposition of every form used by the Navy Recruiting Service. See Chapter VII.

726. In the case of many forms, the disposition to be made of them is obvious, and in other instances there are printed instructions on the forms which show plainly the action that should be taken. In the remaining cases, the necessary instructions are contained in the appropriate chapter of these Instructions.

727. The above paragraph applies principally to forms and reports that are submitted "when and if occurring". Below will be found the disposition to be made of enlistment papers and forms and a summary of reports that are to be submitted periodically,—monthly, quarterly, etc.

Name of Form or Report	To Whom Sent
Enlistment Papers	
Service Record (Form N. Nav. 1)	Station to which transferred.
Shipping Articles (Form N. Nav. 351)	Bu. Nav.
Identification Record (one finger) (Form N. Nav. 379)	Bu. Nav.
Health Record (Form H)	Station to which transferred.
Identification Record (finger print card) (Form N. Nav. 2)	Bu. Nav.
Daily report of Enlistments (Form N. Nav. 4)	Bu. Nav.
Report of Rejections (in triplicate) (Form N. Nav. 54)	Bu. M. & S.
Report of Home Investigation (NRB Form 3)	Bu. Nav.
Age Certificate (NRB Form 15)	Bu. Nav.; copy to station to which transferred.
Employment Reference (NRB Form 16a)	Bu. Nav.
Character Reference (NRB Form 16b)	Bu. Nav.
School Reference (NRB Form 16c)	Bu. Nav.
Police and Juvenile Record (NRB Form 16d)	Bu. Nav.
Consent, Declaration and Oath of Parent or Guardian (NRB Form 18)	Bu. Nav.; copy to station to which transferred.
Birth Certificate	Bu. Nav.; copy to station to which transferred.
Application for Enlistment (NRB Form 24)	Bu. Nav.
Waiver of discharge request (NRB Form 28)	Bu. Nav.
Discharge from National Guard, Naval Reserve or Naval Militia (NRB Form 29)	Bu. Nav.
General Classification Test	Station to which transferred.
Weekly Reports	
Recruiting activities	Rectg. Inspector
Semi-Monthly Reports	
Schedule of Transportation Requests (S. and A. Form 268)	Bu. S. & A.; copy to Bu. Nav.

Monthly Reports

Analysis of Public Vouchers paid from Pay, Subsistence, and Transportation, Navy
(S. and A. Form 13a)

Bu. S. & A.

Charges by outside activities

Bu. Nav.

Cost of Repeated Travel (Form N. Nav. 97)

Bu. Nav.

Cost Per Enlistment (NRB Form 37)

Bu. Nav.

Disbursing returns (account current, schedule of disbursements, schedule of collections, public vouchers)

Bu. Nav.; copy to
Bu. S. & A.

Expenditure for transportation and traveling expenses not included in schedule of transportation requests

Bu. Nav.

Monthly report of Enlisted Personnel
(Form N. Nav. 25)

Bu. Nav.

Monthly Report of Hospital Corpsmen
(Form N. M. S. H. C. 4)

Bu. M. & S.

Report of enlistments

Bu. Nav.

Report of Changes (Form N. Nav. 5b)

Bu. Nav.

Report of Motor Vehicles

Bu. Nav.

Roster and recruiting personnel report

Bu. Nav.

Statement of Check Account
(Treas. Dept. Form 5584)

Treas. Dept.

Statement of Depository Account

General Accounting
Office (Check Section,
Audit Division); copy to Bu.
S. & A.

Status of allotment

Bu. Nav.

Subsistence Report

Bu. Nav.

Synopsis of charges to monthly allotment
(NRB Form 39)

Bu. Nav.

Quarterly Reports

Public voucher discounts

Bu. S. & A.

Muster Roll of Crew (Form N. Nav. 5, 5a, 5d)

Bu. Nav.

Reports of cash on hand

Bu. S. & A.

Tire and tube requirements

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Semi-Annual Reports

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Rectg. Inspector

Report on service of motor vehicles
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